

ADMINISTRATIVE SERVICES

NEWS

Bi-Monthly Newsletter

February 2021

Welcome to spring semester!

February is African American History month, and I am proud of the way our institution has implemented multiple programs that provide equity in education to black, indigenous, and people of color, who have historically been disenfranchised in all walks of life in our country. As was mentioned by Professor Turner at the Equity Summit, there were so many events that not all of them fit on the calendar and so they had to turn some opportunities away. Here are just a few events that have been offered during COMMUNITY HOUR: Town Hall with President Coon, Microaggressions in the Classroom hosted by ASCOM, Call to Courage: Mental Health First Aid series, and especially the energizing keynote at spring convocation by Trap the Vote.

Equity Summit

Having just watched COM's first ever Equity Summit, I'm humbled and

inspired by the multiple offerings by the different areas of the College, and how COM is leading efforts to bring equity to our students. While not directly participating in the summit, Administrative Services works in several ways to assist behind the scenes. College Services considers equity in all materials/events that are promoted, Information Technology assists in ways like partnering with other departments for technology accessibility, laptop deployment to students in need and the bond-funded wifi efforts going on at both campuses. Maintenance & Operations assists with removal of physical barriers, and Capital Projects has been doing incredible outreach to the College community to ensure everyone's voice is heard for the design of the new LRC.

Bond Refinance Saves Marin County Taxpayers

In case you missed the press release, in early February, COM took advantage of historically low interest rates, and it's AAA Moody's rating to successfully refinance its \$127.7 million 2020 General Obligation Refunding Bonds (bonds) to save taxpayers \$12,007,220.

Previous efforts by the District to refinance bonds in 2012, 2015, 2016, and 2017 netted savings of \$22,306,468.06. Combined with this sale, the total savings to taxpayers comes to \$34,313,690.26.

Read on for more news about our division.

I wish you good health and encourage everyone to get out from behind your "virtual" office set-up and enjoy the nice weather this spring!



Aerial view of the new M&O Corps Yard, to be named after Robert N. "Bob" Thompson

In This Issue

- Administrative Services (p. 1)
- Measure B Bond Updates (pp. 2-3)
- Fiscal Services (p. 4)
- College Services (pp. 5-6)
- Bookstore News (p. 6)
- Welcome to New Staff (p. 7)
- IT Update (p. 8)
- M&O (p. 9)
- Police Update (p. 10)
- Facility Rentals (p. 11)

CBOC Meeting

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

Wednesday, March 17, 2021 at 4:30 pm

Due to the COVID-19 pandemic, this meeting will be held virtually through Zoom. Details will be published on the [agenda](#) in March.

There is currently a vacancy for Business Community representative.

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

LRC Schematic Design Survey Round Two:



Jonas Center Lounge



New Miwok Center Pools and Dive Tower Construction, Indian Valley Campus

Capital Projects

LRC Schematic Design is almost complete

The COM project management team worked with Group4 Architects to schedule meetings with internal and external stakeholders through the second and final phase of the schematic design of this important project. If you have not had an opportunity to take the survey, we still want to hear from you! The survey can be accessed [here](#) or from the Measure B website, or use the QR code to the left.

Thank you in advance for taking the time to listen and participate.

LRC Demolition

Demolition of the LRC is mostly complete. The only items left are related to cultural mitigation measures identified by the Board approved EIR. The team is working through those final pieces and site will be prepared for next phases.

830 College Ave.

At the end of the year, the College finalized the purchase of the 7,250 square foot former Union Bank building located at 830 College Avenue. Programming usage for the building is expected to be finalized shortly, and then renovation on the interior spaces will begin.

In addition to the benefits of proximity to campus and the relatively move-in ready condition, College of Marin views this purchase of 830 College Avenue as an opportunity to reduce the square footage in the new Learning Resource Center that is currently in design by an amount approximately equal to the bank building. The projected cost per square foot for new construction is nearly double that of the cost per square foot for acquisition of the bank building. Accordingly, this is an opportunity to save significant resources.



Bill and Adele Jonas Center, Indian Valley Campus

Measure B Milestones



- District takes ownership of the Bill and Adele Jonas Center November 2020
- Completion of Pomo Cluster Phase II December 2020
- Demolition of Building 12 Interior at IVC December 2020
- LRC Outreach to College community continues
- Measure B Bond 2020 [Program Highlights](#) shared with Board of Trustees February 2021

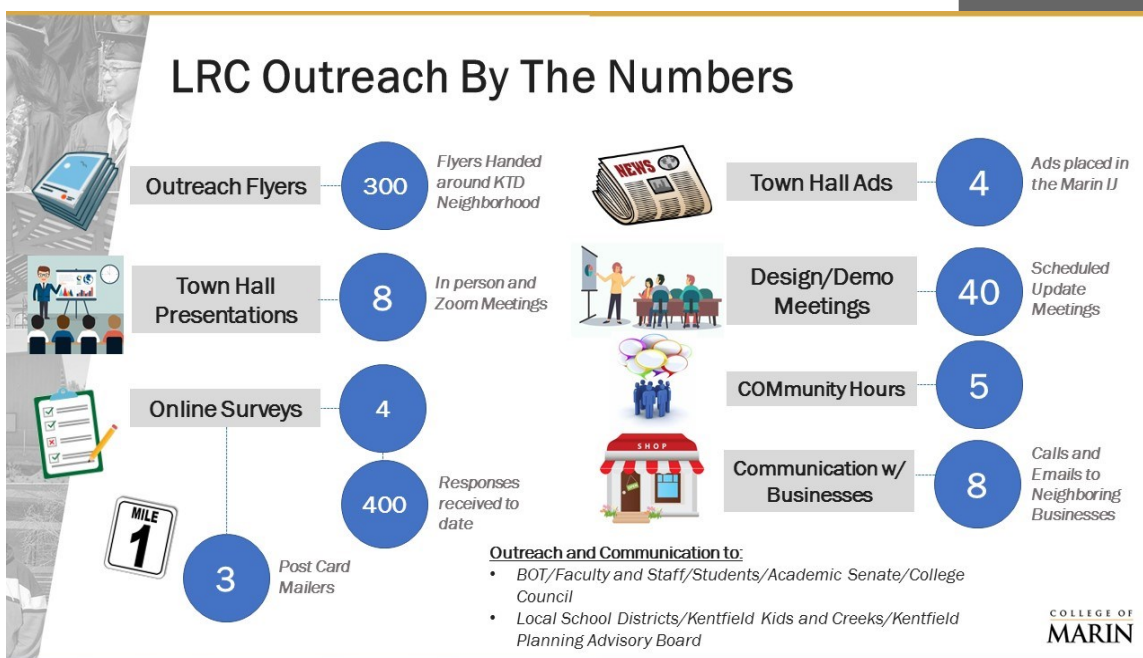
Capital Projects

continued

New Miwok Center

At the Indian Valley campus, construction is continuing on the new Miwok Center. The concrete has been poured for all of the pools, including the dive pool. The walls of the dive tower are being placed and the steel and stairs will be erected in April. The storefront on the building as well as the exterior metal panels installation is ongoing.

Thank you for your patience as we work to improve our campuses. 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 bond projects.



Reminder About Employee Only Forms

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 on the Adobe Sign portal and can be accessed via the MyCOM portal under Employee Only [Forms](#)

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

COVID-19 NOTICE

UPDATES

- [Symptom Screening](#) is required before coming to campus
- Marin County is currently in [Tier 2](#) (Red—Substantial)
- All COVID-19 Related [Updates](#)



Fiscal Services

Change to Direct Deposit Forms Procedure

To enhance security measures for our employees, we are implementing a new process for payroll direct deposit change requests. Effective immediately, all payroll direct deposit changes will require a visual inspection of two forms of identification by a Payroll Department team member. One identification, such as a driver's license or a passport, must include the employee's picture. A second identification may include a debit or credit card, etc. which has the employee's name imprinted on the card.

To facilitate the new process, the Payroll Department team member will arrange a brief Zoom call to visually see the employee, to discuss the desired changes, and to verify the identification credentials. Should you wish to enroll in payroll direct deposit or make changes to your existing direct deposit information, then please contact a Payroll Department team member. At the conclusion of the Zoom call, the Payroll team member will then provide the employee with the appropriate direct deposit form for completion.

These "Know Your Customer" procedures are an industry standard for entities conducting financial activity. Our customer identification program is aimed to protect our employee customers and to reduce financial risk.

This new process will accommodate our remote work environment and strengthen our security measures. Please contact a Payroll team member for direct deposit assistance:

Employee last name A-L: Maritza Dannecker, Ext. 8164
Employee last name M-Z: Linda Terry, Ext. 8163

FREEDOM'S JOURNAL.

" RIGHTEOUSNESS EXALTETH A NATION."

RUSSWURM, }
proprietors }

NEW-YORK, FRIDAY, MARCH 30, 1827.

[Vol.

PT. PAUL CUFFEE. of a small covered boat when he hired a person to id made many advanta- ferent parts of the state when about 25 years old he country, a descendant his mother belonged.— his marriage he attended tural concerns, but from he at length deemed it e his commercial plans he had before done.— rs for a new expedition use on West-Port river

ral good. It is not so much a right of property, as it is a legal relation; and it ought to be treated as such. The second object was, to relieve slaveholders from a charge, or an apprehension of criminality, where in fact, there is no offence. There can be no palliation for the conduct of those who first brought the curse of slavery upon poor Africa, and poor America too.— But the body of the present generation are not liable to this charge. Posterity are not answerable for the sins of their fathers, unless they approve their deeds. They found the blacks among them, in a degraded state, incapable either of appreciating or enjoying liberty. They have, therefore, nothing to

ance. We may hope to enjoy the favor of our merciful heavenly Father, But this is not done. I think I may venture to assert, that most of the slave-holding states, neither the laws, nor public opinion, secure to the slaves any of the privileges of humanity. Nothing more is done for them, in kind, than is done for the domestic beasts; and nothing more in degree, except as they are a more valuable species of property, and are recognised, to some extent, as possessing rational faculties. Let the contrary be shown. I say that of all that kind of provision, which goes to purify and elevate the character, and to create in the subject affection and confidence towards the government, every trace

retarded; and that the same continue to have a similar effect, as it shall continue to exist, are wanting men of human West Indian legislators. It is discernible enough when compared to the whites; but such is the very, and the degradation of that their humanity seems to whelp it is to be applied to again that there are wanting among the same body. It is and clever enough in the off they maintain an intercourse but in their intercourse with sense appears to be strik-

Freedom's Journal, Volume 1, No. 3

College Services

Celebrating Freedom of the Press

February is African American History month. This month, we celebrate the power of the press (as well as printing and design), by shining a spotlight on *Freedom's Journal*.

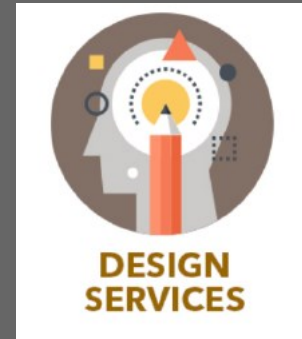
According to an article in Encyclopaedia Britannica, "*Freedom's Journal* was founded in March 1827 when a group of free Blacks gathered to establish a newspaper intended to serve the African American community and to counter the racism that often appeared in the mainstream press. Samuel Cornish, a Presbyterian minister, and John Brown Russwurm, one of the first African Americans to graduate from a U.S. college, were chosen as senior editor and junior editor, respectively. The newspaper's first issue, which was four pages long, appeared on March 16, 1827. *Freedom's Journal* printed editorials against both slavery and advocates of colonization who called for repatriating Blacks to Africa, and it challenged racist attacks against African Americans that appeared in other newspapers. The editors hoped to reach African Americans in both the South and the North and build a national sense of

Black unity and pride. They also sought to raise African American consciousness by publishing articles about African culture and heritage. In addition, *Freedom's Journal* featured general news stories. The newspaper proved popular, and it eventually circulated in 11 states as well as the District of Columbia. It also appeared in Canada, Europe, and Haiti. In addition to its editors and staff, *Freedom's Journal* employed agents to handle subscriptions, and one such worker was [David Walker](#), who wrote a famous antislavery tract (1829) that urged slaves to fight for their freedom."

[Freedom's Journal](#), 10 November 2020

The power of visual media cannot be overemphasized in creating change. College Services supports College of Marin's commitment to educational excellence that is rooted in providing equitable opportunities and fostering success for all members of our diverse community. This commitment informs everything we do, though it may seem on the surface to be unrelated. We remember this commitment with each design we create, each image we choose, each time we prepare a printed publication that presents the face of the college, each piece of instructional material we copy for students, each item we transport or receive for students that Marin County's stark racial inequities are intertwined with the College's ability

to achieve its mission, in promoting equity throughout the county. And that this is our mission as well when we do what we do, every day.



DESIGN SERVICES



PRINTING & COPYING

Bookstore News

Spring 2021 started a whole lot smoother than last fall. Our enhanced online shopping experience and new limited contact, in-store shopping made course materials more accessible to students.

THANK YOU Faculty! We started the spring term with 98% course materials and course related supplies adoptions (aka book orders) completed. This allowed us to be more prepared and have more books in stock when the students wanted them.

We are also grateful for our continued partnership with *Reprographics*. This term we had all but two titles in stock on day one; all readers ordered by the deadline were available before classes started...meaning lots of happy students. Only two titles were delivered just after the term had started (excluding re-orders).

We remain open with limited contact, clerk service shopping; we will grab your items for you. Stop by and see us, safely! It's also time to start planning for summer and fall. Adoption deadlines will be announced in partnership with the Academic Senate.

Stay safe and healthy.
Thank you



Campus Store Entry Area, Kentfield



Manny Rodriguez, College Services Receiving Clerk

College Services

continued

Receiving Is... Giving

You may think Receiving is all about packages and supplies but it's much more. During an average week, our Receiving Clerk Manny Rodriguez supports the staff, faculty and students at the college in a vast range of ways, from coordinating the delivery of transcripts to tagging important assets to helping move and deliver equipment to unloading items for the food pantry. And much more!

Recently, Manny supported Student Accessibility Services and EOPS during a basic needs distribution for students. Students received laptop computers and hotspots to support distance learning and remote class attendance.

Manny said he enjoyed helping a great deal, commenting, "It was really nice to see students receiving what they need". So, as you can see, in many ways Receiving is more than you might think. For College Services, Receiving is about giving. And that goes for all we do. College Services is here for you.

Shipping and Receiving

Receiving remains at 120 Kent Avenue so please be sure to use this address when placing orders with vendors.

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](#)

Mailroom Reminder

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.

Have a wonderful month!

Welcome to New and Transitioned Staff



Zine Sandy, Custodial Services Supervisor

Custodial Services Supervisor, Maintenance & Operations

Zine E Sandy, custodial services supervisor with over 25 years of facility management experience. Zine specializes in custodial technology and came from the Colorado community college system as an accredited CTE Teacher in the Environmental Services Technology field. Zine Sandy holds a bachelor's degree in Geography in 2000 and a Master's degree in Urban Design in 2007.

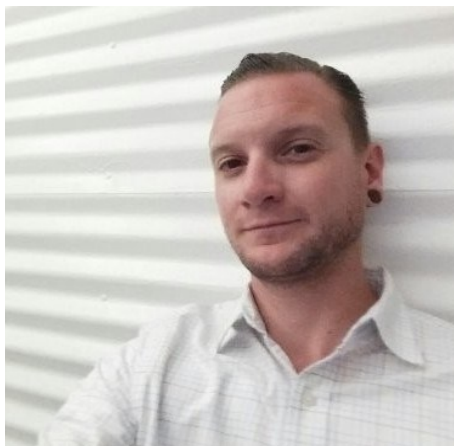
Lead Gardener, Capital Projects

Neil Sparrow (not pictured) came to the Capital Projects Department from COM's hard-working Maintenance & Operations legions, as Lead Gardener. His background includes education and certification in various aspects of agricultural services, having started in pest control, moving into lawn and turf care, and currently encompasses landscaping and irrigation expertise. Neil is a fan of native plants, especially the charming "Snowberry" plant

(*Symphoricarpos albus laevigatus*). Neil is a car and motorcycle enthusiast, and proud owner of a 1952 Ford, Custom-line. Neil and his wife have enjoyed attending several regional motorcycle rallies, and are the patient human companions of a poodle-mix named Buzz. Neil's favorite color is blue.

Technology Support Specialist II - Information Technology

Patrick Magee comes to College of Marin from his alma mater, the San Francisco Art Institute, where he spent the last twelve years in the IT department. Patrick began his career as a User Support Technician while completing his Bachelor of Fine Arts at SFAI and was steadily promoted to Network Administrator and finally Senior Network and Systems Administrator. Patrick is interested in the intersection of pedagogy and emerging technologies, and brings a diverse skill-set to support learning outcomes at the College of Marin. In his new role Patrick will assist the IT team as the Technology Support Specialist II. Outside of technology Patrick enjoys cooking and hosting dinner parties (pre-Covid).



Patrick Magee, Technology Support Specialist II

Non Academic Program Reviews

As part of accreditation, Administrative Services staff will soon be completing program reviews for our respective areas.

These program reviews are related to COM's strategic plan, and institutional outcomes, and may involve surveys and internal meetings. If you are invited to participate, I encourage you to provide honest feedback so we can address weaknesses, and strengthen successful outcomes.

More information to come.



Symphoricarpos Albus Laevigatus

Electronic Signatures and Paperless Processes

The Information Technology Department, with support from College Services, Fiscal Services, and Administrative Services staff has been working to convert many paper-based forms and processes onto the Adobe Sign, DocuSign, and LaserFiche digitization platforms. We expect to further adapt to remote teaching/learning/working, while making strides toward our digital transformation goals. Please submit an IT ticket if you need help converting a paper-based process.

<https://byod.marin.edu/>

Citrix Remote Apps

Citrix provides a secure virtual platform to deliver applications and desktops to staff and students off-campus. The system is optimized to successfully serve multimedia applications, such as Adobe, AutoCAD, Rhino, etc. on personal computers and mobile devices. Please explore the **Citrix Remote Apps** from the MyCOM portal or by using the Citrix storefront [link](#). For technical support on your personal devices, please see the [Citrix support page](#).

MyCOM Portal Upgrade

The IT department has recently upgraded the MyCOM portal. While the newer version offers extended features, it also streamlined and refocused the platform on student use; in addition, a complementary mobile app will be implemented in the second phase of the implementation.



zoom



Featured Technology Applications

Information Technology

Laptops for Students

Through COM CARE, the College has been lending laptops to students in need. The program has been a huge success lending out close to 400 laptops to our students. The program is now transitioning from the COM CARE team to the library, where laptop checkout will become part of the inventory. With increased demand the program is looking to acquire an additional 100 laptops. IT has continued to work with all parties to ensure smooth repair and rotation of the devices for the benefit of our student community.

COM Wifi Coverage Expansion

The College of Marin IT department has been working to improve the wifi coverage on our campuses through a bond initiative. We have added Wifi coverage in Parking lots 1 and 6 at the Kentfield campus. We plan to include parking lots 2 and 15 as well. Wifi has also been improved around Pieper field, the baseball field, and around the Village Square. The project continues at Indian Valley campus, with coverage in parking lots 1, 2, 3 and 4. We are also planning to expand to the parking lot 6 and the IVC ball fields.

COVID: Stay Strong. Stay Healthy. Stay Connected

The College has developed a new website for COVID updates and resources. [COM Strong](#). We pledge to stand strong with

our community members and support each other. Please continue to fill out the [Symptom Screening](#) survey before coming to campus. Visit the above website for further information and help us keep our campus safe.

Phishing Scams and Social Engineering

To train our users against risks of phishing scams and social engineering, as well as for meeting compliance requirements, the IT department will continue to engage our community through various tools. Please be vigilant and do not fall for phishing emails impersonating College executives. Users who are interested in our training portfolio may visit the KnowBe4 [link](#) (click on "ModStore"). You are the last line of defense in keeping College of Marin safe

Zoom Video and web Conferencing

The College has recently migrated all user accounts onto a new CCC platform.

If you are a COM active employee, with [@marin.edu](#) or [@mycom.marin.edu](#) email account, you are qualified for a Zoom license. Our logon processes have recently changed. You may log onto your Zoom account from:

(a). The COM customized URL link: <https://marin-edu.zoom.us>

(b). Previously used links: <https://zoom.us> or <https://conferzoom.us>

(c). MyCOM portal

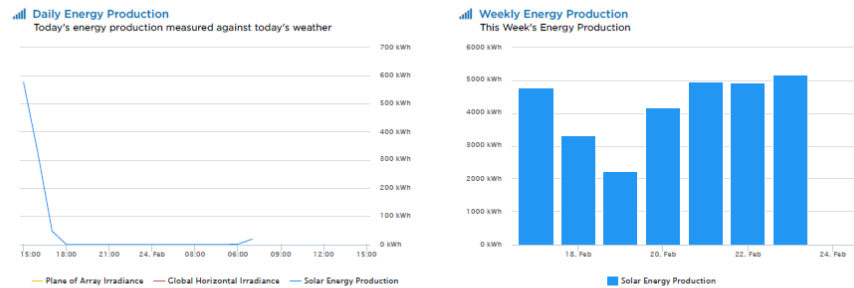
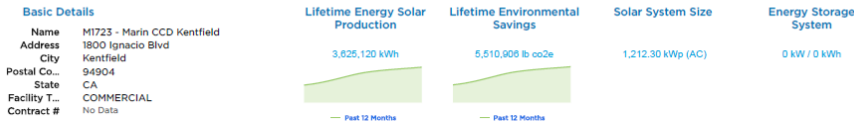
(d). OR you may still access your Zoom account using the Zoom Desktop app.

You have 2 login options: (a) using your Zoom email address and Zoom password; (b) or by clicking on the "Sign In with SSO" button and then entering the domain "marin-edu".

Maintenance & Operations

From January 1 2018 to February 24 2021 the solar panels installed at both the Indian Valley and Kentfield campuses have produced 6,942,584 kWh of energy. This amounts to a reduction of 10,554,114 pounds of greenhouse gasses added to the environment, and an estimated savings of approximately \$300,000.00 which has assisted in offsetting rising energy costs and the districts commitment to consumption based on fully renewable energy sources through Marin Clean Energy's deep green program.

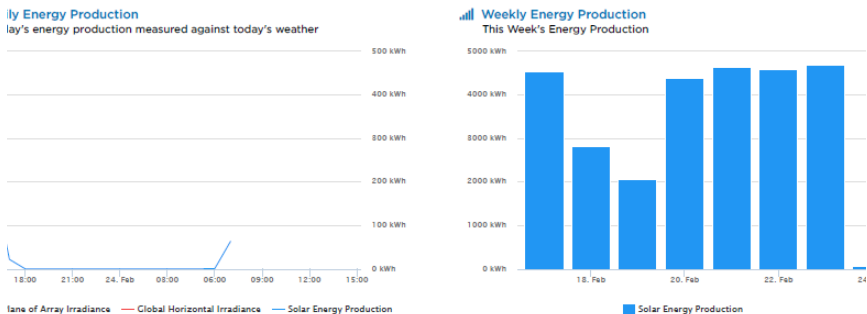
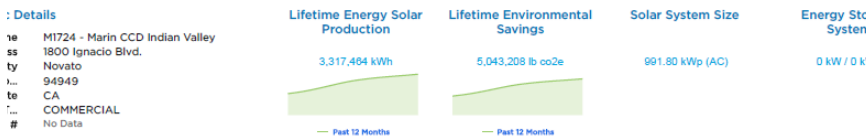
723 - Marin CCD Kentfield



Facility Energy Performance
Past 12 months Facility Production, Consumption and Load if available

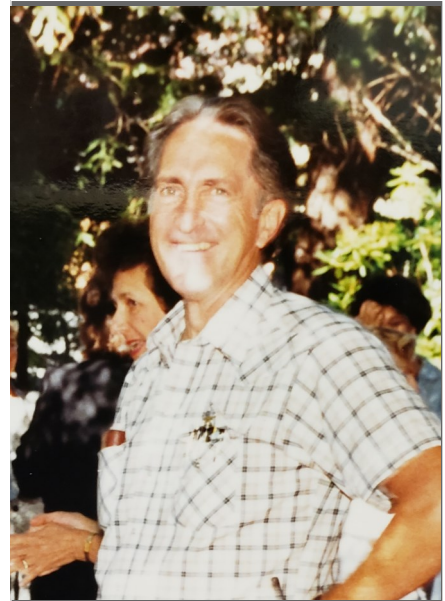
Lifetime Energy Solar Production, Kentfield Campus

Marin CCD Indian Valley



Facility Energy Performance
2 months Facility Production, Consumption and Load if available

Lifetime Energy Solar Production, Indian Valley Campus



Robert N. "Bob" Thompson

Resolution 2021-1 to honor Robert N. "Bob" Thompson

Resolution 2021-1 Naming the Maintenance and Operations Corps Yard, at the Kentfield Campus, after Robert N. "Bob" Thompson was passed by the Board of Trustees at the February 9, 2021 meeting. I encourage you to read the [Resolution](#), even if you did not work with Bob, as this individual devoted so much of his life to working at the College. Once it is safe to have staff back on campus, we look forward to welcoming you to the new Corps Yard, and honoring Bob in this small way for his impact on College of Marin.



Robert N. "Bob" Thompson

COVID-19 UPDATES

We know that the vaccine supply is not as abundant as we would like. There are several ways to obtain the vaccine; through Marin County Public Health, your health care provider and local pharmacies (CVS, Rite Aid, Safeway and Walgreens). Please check in with your health care provider first; they will answer your individual questions. You may also want to be notified if you are able to secure a vaccination through Marin County Public Health. Simply fill out the Marin County Vaccination Interest [form](#), and you will be notified at the earliest time you will be eligible.

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

RESOURCE GUIDES

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

SUPPORT SERVICES

- [For Students](#)
- [For Faculty](#)
- [For Staff](#)
- [Accessibility Services](#)



College of Marin Police Department (pre-COVID and social distancing)

Police

COM Police Assist in Recovery

The College of Marin Police Department has many duties and is not at liberty to go into great detail on some of our cases due to sensitivity, privacy and legal concerns. Our Department is involved with, and partners with other agencies to resolve crimes, complaints, investigations, as well as searches and recoveries.

I am proud of the work your College of Marin Police Officers do day in and day out to provide a safe environment for all of our students, staff, faculty and community members. The safety and security of our campus community is our top priority, and is a result of the dedication and attention to detail your COM officers provide to our campuses.

Great Job!

Indian Valley Campus Hours Update

Due to time changes and dusk falling later in the evening, the IVC gates will be closed at 7:00 pm each day, rather than 6:00 pm as was previously posted. Our campus hours were changed in response to the pandemic, and given that many community members use our campus to access the trails in the Indian Valley open space, the extra hour allows visitors to return to their vehicles before dusk. Employees who need to be on campus past 7:00 pm should adhere to the procedure outlined in [AP 6805](#) Controlled Access Hours.

COM Police Contact Information

Non-urgent: (415) 485-9455

Urgent: (415) 485-9696

Emergency, fire, and medical: 911

Facility Rentals

Happy spring semester!

As in person instruction begins and the vaccine roll out continues throughout the county and state, the District has decided to bring back facility rentals in a phased and limited capacity. In conjunction with our campus community, discussions have been going on for several months on how to bring a limited number of people back onto our campus safely, in accordance to the District's Site-Specific Protection Plan and Room Specific Protection Plans and with minimal impacts to our employees and students. Beginning March 1, we will be welcoming back our community and community partners in our outdoor facilities and spaces.

Earlier this month, we were the host for the Kentfield Fire, Vitalant and Marin Arts and Garden Center Blood Drive in our Kentfield gymnasium. With 124 donors they were able to collect 147 units of blood plus 9 plasma units. It was the strongest Kentfield Fire Blood Drive to date. Blood donation continues to be essential and we are very happy to support such a wonderful cause and life saving effort. Per the Red Cross, every 2 seconds someone in the U.S needs blood and 100% of the blood supply comes from volunteers.

Even though most activities are not in person, there are still a lot of wonderful events happening virtually for all of us to participate in. Please continually check the [events page](#).

And if you do come onto campus, please remember to complete the [symptom screening](#).

Wishing you all a wonderful semester!

SYMPTOM SCREENING



Complete the
Symptom
Screening daily
before you
access campus.



Blood Drive at the Gymnasium, 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

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PEkoueTotou@marin.edu

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(415) 485-9449

kchristiansen@marin.edu

Police
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jmarozick@marin.edu