

ADMINISTRATIVE SERVICES

NEWS

Bi-Monthly Newsletter

February 2022

Welcome to spring semester! And welcome back to campus.

It's great to see so many familiar faces, new faces, and students, back on our campuses after the long period of remote instruction.

On-Site COVID Testing Services Available at Both Campuses

The District contracted with Simple HealthKit to provide convenient access to on-campus COVID-19 testing for employees and students (M00 number required). We encourage all employees and students to register at <https://patient-portal.simplehealthkit.com/> prior to arriving at the testing site.

Fresh & Natural Returns to Kentfield Campus

We are pleased to announce that Fresh & Natural has returned to provide cafeteria services at the Student

Services Building at the Kentfield campus. Food services will start on Monday, February 7, and will be available Monday to Thursday, from 8:00 am to 2:00 pm only. After two weeks, the College and Fresh & Natural will reassess the cafeteria schedule and determine whether any adjustments will be made.

Maintenance & Operations Department Installs Acrylic Safety Shields

In addition to the daily cleaning and sanitizing services that are provided, the M&O Department has procured and transformed over (60) 4 foot x 8 foot sheets of acrylic into approximately 210 safety shields for reception desks, testing stations and cashiering windows, to ensure the continued safety of everyone on our campuses.

Masking Requirements

The COVID-19 Oversight Team has determined that the College will continue the current masking requirements. For more information, and to keep up to date on changing conditions, please visit the [COM STRONG webpages](#).

Welcome Center Opening

We are excited to announce that the Welcome Center will be opening on Feb. 28th. Staff have done a great job transforming the former Union Bank building located at 830 College Avenue into a welcoming new facility for our students. Read on for more news about our division, and please feel free to reach out with questions.

I wish you all a safe and healthy spring semester.

Together we are COM STRONG!



Competition Pool and Warm Up Pool, Miwok Aquatic and Fitness Center, Indian Valley

In This Issue

- Administrative Services (p. 1)
- Measure B Bond Updates (pp. 2-3)
- Fiscal Services (p. 4)
- College Services/Wi-Fi Update (pp. 5-6)
- Maintenance & Operations (p. 7)
- Police (p. 8)
- Bookstore (p. 9)
- Facility Rentals (pp. 10-11)

Fast Facts

We were able to re-use 1,000 cu feet of rock and dirt from the quad at Miwok as fill for the refurbishment of Mackey Field.

3,000 yards of additional dirt that was pulled from the construction of the pools was used to repair the quad in front of Miwok Aquatic and Fitness Center.

CBOC Meeting

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

There are currently vacancies for:

- Student Organization Representative
- Taxpayer Organization Representative

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

Next Meeting

[Wednesday, March 16, 2022](#)

4:30 – 6:00 PM

Indian Valley Campus

Building 10, Room 140

1800 Ignacio Blvd., Novato, CA 94949

INTERIOR DESIGN VALUES

WARM + COMFORTABLE



ECOLOGICAL + ORGANIC



New Learning Resources Center Rendering

Capital Projects

LRC Design

The new Learning Resource Center is charging through the final phase of design, Construction Documents. The next few months will see the final design of the exterior and interior of the building along with the final placement of classrooms, the library, offices, restrooms, support spaces etc. The COM project management team is working with Group4/HMC Architects to finalize many of the significant aesthetic features of the new Learning Resource Center by meeting with critical stakeholders. The culmination of this phase is a set of drawings that will be submitted to the Division of State Architect in July.

EXTERIOR DESIGN VALUES

BUILDING WARM + CASUAL



SITE NATURALISTIC + INFORMAL



New Learning Resources Center Rendering



Welcome Center Exterior, Kentfield

Welcome Center (830 College Avenue) - Tenant Improvements

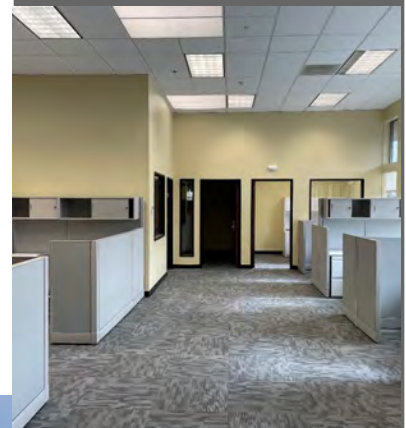
The interior tenant improvements are almost complete. Furniture has been installed and plans for moving staff into the building are finalized. The building will be fully occupied by the end of February. We are excited to have this beautiful space to act as a first stop for visitors and new students to the College.

Capital Projects

continued

Miwok Aquatic and Fitness Center - Complete

The Miwok Aquatic and Fitness Center including the Dive Tower is complete. Classes are currently being held in the new pool and fitness center. The pool and dive tower have been released for use by scheduled external community groups. The College is excited to have this one of a kind facility up and running.



Welcome Center Interior, Kentfield



Dive Tower, Miwok Aquatic and Fitness Center, Indian Valley Campus

Bolinas Field Station

The design of the new Bolinas Field building is coming to a close. The COM team is finalizing the Construction Documents for submittal to the County of Marin for approval. Fundraising for this project is ongoing.

Fiscal Facts

As always, Fiscal Services staff were busy in 2021, with most individuals coming into the office at least 3 days a week since the inception of COVID in 2020. Here are some of the 2021 calendar year work statistics:

- Processed Accounts Payable Checks = 4,527
- Processed Payroll Direct Deposits = 6,511
- Processed procurement card (P-Card) invoices = 783
- Issued IRS Form W-2 = 801
- Issued student financial aid and scholarship disbursements = over \$6.4 million



Keli Gaffney, Accounting Specialist



Fiscal Services

Personnel Changes

After almost 16 years of outstanding service to the district, Theo Sedie, Accounting Specialist, retired. We will all miss her – but now she has more time for her gardening, canning and skypping with her granddaughters! We're all envious!!

The Fiscal Services department welcomes Keli Gaffney to the Accounting Specialist position. She trained with Theo and is learning quickly. Keli has been with the District for almost 15 years in Enrollment Services and the Cashier's Office. Prior to working for College of Marin, Keli held accounting and administrative positions at University of Phoenix and at Bob Harris Tree Care. Keli loves the outdoors and also enjoys time with her family.

Adobe Sign/DocuSign

For documents to be paid that are routed for signature through Adobe Sign or DocuSign, please ensure that the Accounting Specialists (Keli Gaffney vendors A-J and Francisco Aviles vendors K-Z) are included in the routing so they receive a final copy of the approved document for payment.

The Check Request and Foundation Check Request forms were recently updated. Please be sure to use the current version of the Check Requests which are on the Adobe Sign [template](#) library, and MyCOM portal under Employee Only [forms](#). Older versions of the form will be rejected by Fiscal Services.

College Services

Welcome Back!!

We are so excited to see people back on campus. Spring brings new hope and it's wonderful to be able to be together and see so many friendly faces after so many difficult months apart. We hope this finds everyone healthy, safe and ready for the new semester.

Elections and COM

Here is some helpful information and guidance as we approach the 2022 election cycle, provided by School & College Legal Services of California regarding mail, the mailroom and political activities on campus for local educational agencies and employees.

Question: May a District prohibit the use of District mailboxes to distribute campaign materials?

Yes. Under Education Code section 7054, a District may prohibit the use of campus mailboxes for distribution of materials urging the support or defeat of any ballot measure or candidate. In *San Leandro Teachers Association v. Governing Board*, the California Supreme Court upheld a school district's prohibition of the use of internal faculty mailboxes by the teacher's union as a means of distributing partisan political information to its members. However, the Court noted that section 7054 does not prohibit a school board from opening up mailboxes to political endorsement literature, as long as this is done "on an equitable basis."

Question: May the District fund a "mass mailing" that features an elected official?

No. The Political Reform Act of 1974 was intended to abolish practices that unfairly favor incumbents. One means of preventing unfair advantage for an incumbent is the prohibition on use of public funds for mass mailings that "feature" the elected official. Thus, "no newsletter or other mass mailing shall be sent at public expense."

The "mass mailing" restrictions are designed to prohibit "elected officials from using public moneys to perpetuate themselves in public office."

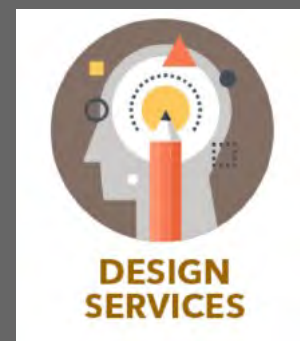
Government Code section 89002 defines a "mass mailing" for purposes of section 89001 as follows:

- (1) A tangible item delivered, by any means, to the recipient at the recipient's residence, place of employment or business, or post office box.
- (2) The item either:
 - (A) Features an elected officer affiliated with the agency that produces or sends the mailing; [or]
 - (B) Includes the name, office, photograph, or other reference to an elected officer affiliated with the agency that produces or sends the mailing, and is prepared or sent in cooperation, consultation, coordination, or concert with the elected officer.
- (3) The costs of distribution are paid for with public money or the costs of design, production, and printing exceeding fifty dollars (\$50) are paid with public moneys, and the design, production, or printing is done with the intent of sending the item other than as permitted by this section.
- (4) More than 200 substantially similar items are sent in a single calendar month.

New Locations

As you've no doubt noticed, College Services (Creative and Print Services) is no longer in our former location in the Learning Resources Center. Please feel free to visit us at our new home at 941 Sir Francis Drake Boulevard. That's where you can drop off or pick up your print orders, ask questions or just come say hi. We offer delivery upon request to the Kentfield and IVC mailrooms. Be sure to select that option under **Shipping Information: Pickup Location** when you place your print orders.

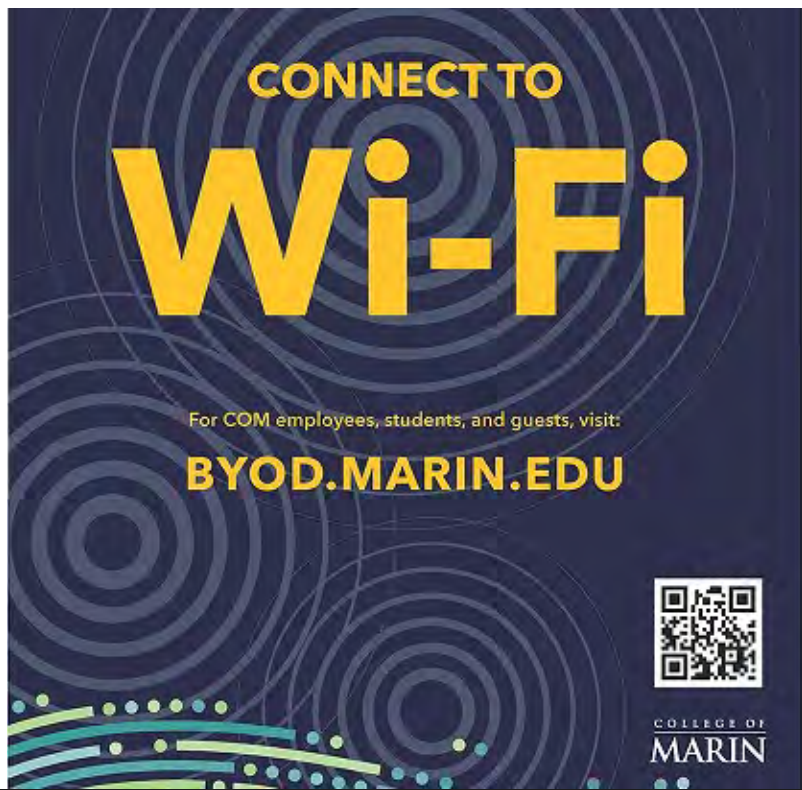
The Kentfield Mail Room is also now located in its new home in AC 256, outside and adjacent to the conference room AC 255. Space in the new location is at a premium so please be sure to check your boxes regularly and pick up packages in a timely manner to ensure we have room to accommodate everyone's needs. Key fobs are required to access the mailroom so please be sure to bring yours if you need entry. It takes a few minutes to activate so patience is also required!



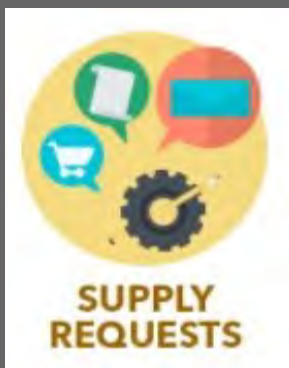
Information Technology Update

The College of Marin Information Technology (IT) department teamed up with College Services to produce a new poster to help students, faculty, staff and guests connect to College of Marin Wireless services. Wireless coverage is included in all buildings and in most parking lots and common outdoor spaces (denoted on maps). The step by step instructions guide the user to connect and use the College wireless services. The posters have been distributed throughout both campuses. If interested in a poster for your area, get in touch with IT using the ServiceDesk icon at your MyCOM portal.

<https://servicedesk.marin.edu/helpdesk/User/Login>



Wi-Fi Poster Designed by College Services



College Services

continued

Question: May a candidate send letters to District employees seeking support?

Candidates should not initiate contact with District employees in an attempt to enlist their support for the campaign; these actions may cause undue pressure on the employee to engage in the political activity.

However, the candidate may send "mass mailings" that target a significant segment of the public even if some of those contacted are District employees. Mailing lists should be obtained from a public source, not from the District.

For more information, visit www.sclscal.org

College Services

Now more than ever, we are committed to providing the utmost in service to support your needs at College of Marin. Our award-winning team is here to assist with:

- Printing and Copying
- Graphic and Web Design
- Receiving and Asset tracking
- Courier Service
- Mail

Ordering is easy! You can access our convenient, web-based system to order graphic design, print and copy projects. All you need to register is your COM credentials. The instructions are located at <https://www1.marin.edu/sites/www/files/CS-Ordering-Process.pdf> and we are available if you have any questions or wish to discuss your projects.

Maintenance & Operations

Hello College of Marin Community. We are so thrilled to welcome many of you back to campus for the first time in nearly two years! I thank you for your patience as we work through the bumps and bruises some of you may be experiencing. We have tried to keep things functional and up to date in your absence, but inevitably things slip through the cracks as we are not as intimately familiar with your work spaces as you are. Please bear with us as we work through items that we may have missed.

I would like to say how thrilled I am to see the campus return to life. Seeing faculty, staff and students in areas that have been mostly vacant for so long is invigorating! I know the rest of the Maintenance and Operations staff feels the same way. Please thank them for all they have done during the pandemic when you see them.

The Maintenance and Operations team has worked, in person, through out the pandemic. At times taking on responsibilities outside of their normal job classifications when remote work was not available to them. At the very beginning of the pandemic, teams managed the gate at the Indian Valley Campus when the campus was temporarily closed to the public and only College staff were allowed on campus. At other times trades people assisted our gardeners pulling weeds and our custodians cleaning and sanitizing around campus when there was not work in their traditional classification.

Over just the last year, Maintenance and Operations has been kept busy with additional work orders as we have slowly allowed more in person activities at both campuses. Work orders for repairs and cleaning have increased behind limited in person instruction, and rental events as the county has allowed.

One of the largest efforts has been the effort by the team to design, assemble and install acrylic safety screens. It has been a huge effort on the part of our carpenters.

Grounds maintenance, fixing water leaks, as well as an assortment of normal preventive maintenance items such as changing air filters, never stopped. Filter maintenance has always been an important part of our preventive maintenance program, but we now have the additional HEPA filters deployed through out both campuses. These HEPA filters are being added to our preventive maintenance routine. Please note that all HEPA units are being deployed with a date and location sticker. Please do not move them from their assigned location unless you have coordinated the move with Maintenance and Operations.



Safety Shield at Classroom, Kentfield Campus

M&O Fast Facts

For those of you who like statistics. Since January of 2021 Maintenance and Operations has completed 1,336 work orders ranging from leaky faucets to HVAC issues. To date, we have distributed 163 HEPA filters, over 150,000 surgical masks, over 7,000 N95/KN95 masks, limited face shields and Tyvek suits. More HEPA filters will be deployed as shipments arrive.

We have procured and transformed over (60) 4 foot x 8 foot sheets of acrylic into approximately 210 safety shields for reception desks, testing stations and cashiering windows. That's roughly 2,000 square feet!

Our work has continued despite the pandemic. College of Marin Maintenance and Operations staff remained on the job performing their duties as essential workers to ensure you have the cleanest, safest facilities to return to as we work our way back to pre-pandemic operations. Doing what we do best, providing the best facilities we are able for our faculty, staff and students.



Safety Shield Installation at Science Math Nursing, Kentfield Campus

COM Police Contact Information

Non-urgent: (415) 485-9455

Urgent: (415) 485-9696

Emergency, fire, and medical: 911



[Sign up](#) and review your contact information. You will be asked to provide an ID code—enter your M00#.

Community Ed students and Marin community may sign up to receive emergency alerts at the [COM Connect open portal](#)



Police

Free Parking for Spring Semester

Good news! Parking at all parking lots will be free for all during the spring 2022 semester. We are currently looking at different parking vendors, so stay tuned for updated information. Please be advised that drivers are subject to all other parking rules such as; parking in marked stalls only, avoiding parking in handicapped and staff only parking only spots. We have updated parking information on our website, and installed parking kiosk signage to reflect the free parking policy for spring 2022.

All of the employees at College of Marin are designated government disaster service workers. The police department is working on an *Emergency Preparedness* video that will be mandatory for all full time faculty, staff and administrators to view in ProLearning. The video will contain information to assist you in your disaster service worker role. The video will contain the following information; how to prepare for a disaster, what is in the emergency guideline booklet, how the Alertus emergency notification system works, explanation of our emergency provision cabinets on campus, and how to access and use Automatic Electronic Defibrillators (AED's).

AED Deployment Coming

We have ordered 60 portable AED's and will install them in alarmed boxes throughout both campuses after we receive them. Due to supply and shipping issues the order has been delayed from the vendor.

Preparation is paramount to our collective safety on campus.

"Give me six hours to chop down a tree and I will spend the first four sharpening the axe." -Abraham Lincoln



Automatic Electronic Defibrillator Device



COM Campus Store
 120 Kent Avenue
 Kentfield Campus
 (Near Parking Lot 1)
[See Map](#)
[Get Directions](#)

(415) 485-9394
bookstore@marin.edu

Campus Store

With a return to campus comes a new dynamic. Since the pandemic began, we have relocated to our temporary building near Lot 1, and have primarily been operating an online business through CollegeofMarinshop.com. From few students knowing we had an online store to the hunt for its current, physical location, it has been an interesting couple of years. We have continued to adjust and adapt to the new “normal” to meet students’ needs while continuing to offer support and services to the campus community.

We are excited to open our doors once again and welcome you to come see what we offer. We are here as College of Marin’s primary partner for course materials and course-related supplies, but we are also often the unofficial information booth. In either role we fill, we are here to support students on their academic journey by providing what they need when they need it.

This semester, we have faced unprecedented publisher backorders and shipping delays, making the need for on time adoptions crucial. As we approach the Summer and Fall 2022 terms, we ask that instructors submit recommended and required materials information as soon as they are decided.

Summer 2022 Adoptions Due:

Friday, March 25, 2022

Fall 2022 Adoptions Due:

Friday, April 15, 2022

Please, help us help your students by meeting their needs and reducing their stress levels. Our best days are when we help students get what they need to succeed. Stop in and see us; let us know how we can help *your* students.



“The future belongs to young people with an education and the imagination to create.”

-Barack Obama



Restoration of Miwok Quad, Indian Valley Campus



Francisco Littlejohn, Facilities Technician I



Jon Haag, Facilities Technician I

Facility Rentals

Welcome Back! After a pause in indoor use due to Omicron, Facility Rentals are back and as busy as ever. We are in the midst of planning events and welcoming organizations back onto our campuses this spring and early summer.

As you know, in September 2021 we officially opened the Bill and Adele Jonas Center. Bookings started two weeks later and have been coming in consistently since then. Now, after almost three years, on February 7th, we officially opened the Miwok Aquatic and Fitness Center to our classes and facility renters. The excitement of our students, renters and community members was evident. A lot of hard work, collaboration and anticipation have gone into this project and the buzz around this new complex is contagious. We look forward to working with our community in bringing them onto our campuses and showing them all that College of Marin has to offer.

Welcome to Transitioned Staff

We also want to welcome two employees who have transferred from Capital Projects to Facility Rentals and Administrative Services, Francisco Littlejohn and Jon Haag. We are happy to have them on our team!

Campus Event and Room Request Reminders

As we all have not been on campus for almost two years, below is a quick reminder regarding the process of scheduling campus events, and conference room requests.

Plan Ahead!

- Classroom requests should be made to [James Kuromiya](#) in OIM and cc: [Lindsay Bacigalupi](#) via email
- All conference room requests are to be made through Facilitron. If you need access to Facilitron, please contact [Lindsay Bacigalupi](#)
- Submit necessary requests for setup/breakdown, clean up, locking and unlocking, IT/Media needs, and any forms required by Advancement and College Services
- If your activity includes using the College logo or artwork on any distribution, please complete the appropriate request through the [College Services Storefront](#)
- If your activity includes photography or filming on campus, you must distribute the [Photography and Video Release Agreement](#)

Facility Rentals

continued

COVID-19 Updates

As we all head back to campus and in person activities, it is important to remind everyone of what is required when coming on to campus and where to look for information as it relates to the College's response to COVID-19.

1. For **all information regarding COVID-19** please visit: www1.marin.edu/strong
2. If you test positive for COVID-19 or have been exposed to a COVID-19 positive individual please email: COVIDreporting@marin.edu
3. Students, Employees and Volunteers, must provide **proof of their COVID-19 vaccination** or have an approved exemption.
4. **Boosters are recommended.** If you have received your booster, please submit proof of booster vaccination on the [COVID-19 Vaccination Form](#)
5. **Facial Coverings Required:** Surgical masks or higher-level respirators (e.g., KF94/KN94/N95) are required indoors when in common and public indoor spaces and outdoors when distancing is not possible, regardless of vaccination status. An acceptable face covering has at least two layers (light must not pass through), fits snugly against the face, covers the nose and mouth, and is secured under the chin. Individuals seeking accommodation may contact Human Resources (employees) or Student Accessibility Services (students).
6. Employees and volunteers must complete the [symptom screening](#) each day prior to coming on to campus.
7. COVID-19 Testing: On campus COVID-19 PCR testing is available to students, staff and faculty with a M00 number. Testing is on the Kentfield Campus at the Student Services Annex, Mondays and Thursdays from 10am – 12pm and at the Indian Valley Campus in Building 9 Mondays and Thursdays from 1pm – 3pm. *Please note that dates and times are subject to change.*



Complete the
Symptom
Screening daily
before you
access 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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Maintenance and Operations
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Police
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jmarozick@marin.edu