

ADMINISTRATIVE SERVICES

NEWS

Bi-Monthly Newsletter

February 2020

Construction and Communication



It was wonderful to see everyone at the Spring Convocation. The spring semester is well underway and the Measure B Capital Projects continue to improve our campuses.

In preparation for the construction of the new Learning Resource Center (LRC), the majority of the offices and classroom moves took place before the holiday break. I want to thank everyone who worked tirelessly during the transition and ensured that our facilities were ready for the return of our students. Additionally, the architects will be back in February, March, and April, for forums on the LRC/ Student Services Project Design Process. See page 2 for LRC forum dates, and I hope you can join one of the sessions. The table below shows the remaining moves still needed to get the building fully vacated. Thank you for your continued patience and cooperation as we improve our College infrastructure.

Scheduled Move	Date
Reprographics	Spring Break 2020
Library	Spring Break 2020
Move FH Staff back to	Spring Break 2020
Other (Remaining Offices and Mailroom)	Spring Break 2020
Bookstore Relocation	April 12th—April 20th

Fiscal Update

In December, the auditors completed the District's annual financial reports without any findings. I want to commend the Fiscal Services staff for their diligence in meeting our financial obligations and keeping our accounting records in compliance.

Sadly, we lost our long-time colleague, Doris Tucker, in January. Doris served in the District as Senior Payroll Specialist. We were fortunate to have worked with a dedicated and hard-working employee like Doris. She touched so many lives in our College community during the last 37 years, and she will surely be missed. Read more on page 5.

Internal Event Facility Request Form

Aside from planning, communication is key in order to make an event successful. Event coordinators must now complete the internal event facility form at the beginning of their planning process. By submitting the form, our division receives the necessary details in order to identify staff and resources needed to support your events prior, during and even after. Read how to plan an internal event on page 14.

Read Ahead

Please read the rest of this newsletter to be updated with Measure B projects, COM Wellness program, important deadlines from Human Resources, upcoming move of College Services department, and more about the Administrative Services Division.

I hope you find this information useful in your daily operations, and I wish you a strong spring semester!



Bill and Adele Jonas Center Construction, Indian Valley Campus

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LRC Outreach Meetings

Updated: 2/6/2020

Meeting Date & Time	Meeting Type	Audience	Location
Friday, February 7, 2020 Time: 10:30 AM – 11:30 AM	LRC Update & Measure B Update	Classified Senate Meeting	AC 303
Monday, February 10, 2020 Time: 10:00 AM – 11:00 AM	LRC Demo & Abatement Update	Deans & Directors Meeting	AC 229
Thursday, February 13, 2020 Time: 3:00 PM – 4:30 PM	LRC Update & Measure B Update	College Council	AC 303
Tuesday, February 18, 2020 Time: TBD	LRC Update & Measure B Update	Board of Trustees Meeting	AC 229 & AC 255
Wednesday, February 19, 2020 Time: TBD	EIR Meeting	Faculty, Staff, Students & Public	KTD (Room TBD)
Time: TBD	LRC Design Team Meeting	Faculty, Staff, Students & Public	KTD (Room TBD)
Thursday, February 20, 2020 Time: TBD	LRC Design Team Meeting	Faculty, Staff, Students & Public	KTD (Room TBD)
Friday, February 21, 2020 Time: TBD	LRC Design Team Meeting	Faculty, Staff, Students & Public	KTD (Room TBD)
Monday, February 24, 2020 Time: TBD	EIR Meeting	Faculty, Staff, Students & Public	IVC (Room TBD)
Thursday, February 28, 2020 Time: TBD	Measure B Outreach Meeting	Vendors/Contractors	KTD (Room TBD)
Friday, February 29, 2020 Time: TBD	Measure B Outreach Meeting	Vendors/Contractors	IVC (Room TBD)
Wednesday, March 4, 2020 Time: TBD	EIR Meeting	Faculty, Staff, Students & Public	Bolinas (TBD)
Tuesday, March 10, 2020 Time: TBD	LRC Update & Measure B Update	Board of Trustees Meeting	AC 229 & AC 255
Thursday, March 12, 2020 Time: TBD	EIR Meeting	Faculty, Staff, Students & Public	KTD (Room TBD)
Wednesday, March 18, 2020 Time: TBD	EIR Meeting	Faculty, Staff, Students & Public	IVC (Room TBD)
Week of March 23, 2020 (Date & Time TBD)	LRC Design Team Meeting	Faculty, Staff, Students & Public	KTD (Room TBD)
Wednesday, March 25, 2020 Time: TBD	EIR Meeting	Faculty, Staff, Students & Public	KTD (Room TBD)
Week of April 13, 2020 (Date & Time TBD)	LRC Design Team Meeting	Faculty, Staff, Students & Public	KTD (Room TBD)
Tuesday, April 21, 2020 Time: TBD	LRC Update & Measure B Update	Board of Trustees Meeting	AC 229 & AC 255

Facilities Master Plan— Updated Maps:

Please use the link below to access the updated campus maps from the Facilities Master Plan:

[Facilities Master Plan: Updated Maps](#)



Landscape Master Plan Committee

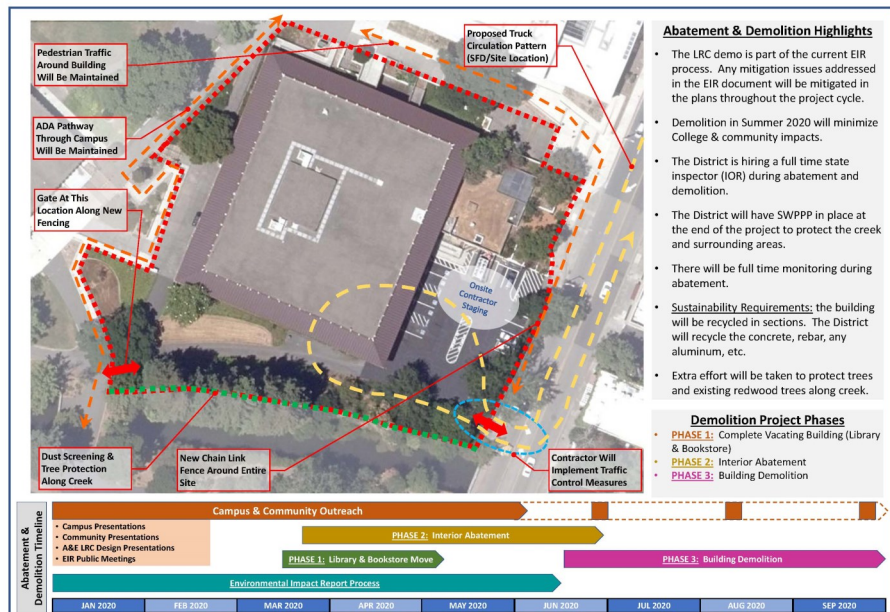
College of Marin has recruited four at-large community members to serve on the Landscape Master Plan Committee. The planning process will take approximately nine months, and the committee will be meeting through spring 2020.

For additional information, contact Isidro Farias, Director of Capital Projects, at 415-457-8811 extension 7518.



Fusselman Hall 120, Kentfield Campus

Capital Projects



COLLEGE OF MARIN

PRELIMINARY PLAN
SUBJECT TO CHANGE

Learning Resource Center – Building Demolition

MEASURE B
BOND PROGRAM
January 31, 2020

Measure B Bond Projects

We've had a very busy Fall in Capital Projects with ongoing construction projects at both campuses and planning the moves in preparation for the LRC Building abatement and demolition.

At the Kentfield Campus, construction at the Maintenance and Operations building is progressing and will continue with estimated completion in April 2020.



Aerial Photo of New Miwok Center Construction, Indian Valley Campus

About Measure B

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

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

Capital Projects

continued

We anticipate the M&O staff will be moving into their new facility next month (photo on right). The Fusselman Hall project started in December 2020 and will continue into Spring 2021 with anticipated completion in April 2021. The portables located at the center of campus and along Circle Drive have been completed and are now in use. Thanks to faculty, students & staff for their patience and understanding during this time of transition. During the Fall, we moved quite a few groups out of the LRC and into the new portables and into the Student Services building. Thanks again for everyone's patience as we continue to clear out the LRC of the remaining groups. The moves are all needed to allow us to begin abatement of the LRC in April and demolition of the building starting in June of this year.



In January, the LRC Building Architectural & Engineering firm began the engagement process with faculty, staff, students and the Community. The Architectural & Engineering firm is working on finalizing the building program so that they can begin the building design process. They will be back on campus from February 19th through February 21st. More information will be posted and sent out once the times/locations are finalized. More information is also forthcoming regarding presentations on the scheduled abatement & demolition of the LRC.

At the Indian Valley Campus, we have the Miwok Center under construction with an estimated completion date of Spring of 2021. The Jonas Center project continues with an estimated completion date of August 2020. An IVC Open House is tentatively planned for October 2020 which will incorporate the grand opening of the Jonas Center. More information to come.

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.

Next CBOC Meeting

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

Wednesday
March 18, 2020
4:30 PM – 6:00 PM

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

SISC Biometric Health Screenings

The SISC Health Smarts Biometric Screening Program is coming in March/April 2020. This *free* program is available to **all** employees as well as spouses and dependents over the age of 18. All eligible SISC members also receive a financial award, as explained below. Non-SISC members will receive the screening only.

Know Your Numbers

The SISC Health Smarts biometric screening measures your blood pressure, cholesterol, glucose, and other important health-risk indicators. The screening is provided onsite and takes less than 15 minutes. Your results, along with an explanation of what they mean for your health status, will be immediately available online. You can even track your year-to-year progress if you've participated in prior screening events. Your test results are completely confidential; nobody at your school or in your district will have access to the results. However, you certainly are encouraged to print out your results to share with your doctor. Many past participants have commented about how beneficial the screenings have been, alerting them to previously unknown health issues that are most easily controlled when discovered early. Some have even said that their screening provided lifesaving information.

SISC Members earn financial awards

All SISC Members who make an appointment and participate in the screening will receive a **\$25 Amazon.com Gift Card (code)**. One out of every 50 SISC Members who are screened with an appointment will also **win an additional \$100**.

Continue on page 6.



Fiscal Services Staff (missing from photo: Ron Owen, Keli Gaffney, Ellen Shaw, Devendra Shrestha, Jenifer Satariano, Jesse Klein, Katy Bauer)

Fiscal Services

In Memory of Doris Tucker

The Fiscal Services Family would like to thank all of you for your kindness and caring support after the tremendous loss of our long-time family member, friend and colleague, Doris Tucker. Doris began her long career in May 1983 and served the District for over 37 years. Although we will be grieving for some time, your very thoughtful cards, gestures, and kind words have helped us get by, and are very much appreciated. In honor and memory of Doris who we will always love and miss, we wanted to share some of the comments we have recently received about Doris:

Doris was dedicated to the College and to her job for over half of her life.... Everyone knew Doris.

I have such fond memories and tremendous respect for Doris. I learned so much from her. I know this is a huge loss for the College of Marin.

Doris was a great person.

Doris was pragmatic, reliable, honest, caring and more. She definitely had a calming influence, particularly during any payroll crisis. She was not only a rock solid co-worker, but also a very good person and friend.

Doris is no longer with us but will never be forgotten.

...such a valued staff member like Doris. May you find solace in the memories of fun times and her payroll wisdom legacy.

Doris will be missed by many.

Doris touched so many of our lives through her kind, calm and patient efficiency as she went about her work at the College.

Losing Doris is like losing a family member.

Doris was a great lady.

Doris has been nothing short of phenomenal. She's been a joy to work with from my interactions with her.

Doris was one of a kind and I really liked her...

Many employees (now retired) loved Doris.

She will be truly missed.

In honor of Doris, the Fiscal Services Family will be making personal donations to the Advancement Office perhaps for a bench or a commemorative item at the Indian Valley Campus. Contributions are welcomed.

Employee Benefits

Spring 2020 Wellness Change

In the New Year, many people set resolutions and goals for themselves. By February and March, it becomes difficult to maintain those goals and resolutions. The College of Marin Employee Wellness Program wants to help you with achieving all your 2020 health goals and resolutions. To do this, we have created the Spring 2020 Wellness Challenge!

During the Spring 2020 semester, there will be lots of different wellness activities for you to participate in. Whether you prefer on-site classes, app-based wellness challenges, or assessing your health, there is something for everyone to participate in for this challenge! Also, the more activities you participate in, the more chances to win prizes!

More details will be provided later about how to participate in the Spring 2020 Wellness Challenge. Here is a sneak peek of all the Wellness activities that will be offered in Spring 2020:

COM Wellness Program

- Spring 2020 Wellness Challenge
- SISC Biometric Health Screenings
- American Heart Association – Health Survey
- Workouts Challenge on COM Fitness App
- COMMunity Hour Classes



COM Wellness Program

Wednesday, February 12 – Plant-based diets – Lunch and Learn by MarinHealth (bring your lunch)

- Location: AC 255
 - What “plant-based” means
 - Explore different plant-based diets
 - Current research on plant-based diets for disease prevention & management
 - How to start a plant-based eating pattern
 - Resources for further learning

March Madness – Fitness Classes taught by Michele Vaughan

- Location: Fitness Center
 - Wednesday, March 4, 12:40 pm – Zumba

- Wednesday, March 11, 12:40 pm – Yoga
- Wednesday, March 25, 12:40 pm - Movement during the day/ Exercise at your desk
- Wednesday, April 1, 12:40 pm - Core, balance and stabilization and/or Mat Pilates

Wednesday, April 15 - Know Your Numbers and Move your Numbers – Lunch and Learn by MarinHealth (bring your lunch)

- Location: AC 255

COMMUNITY Hour @ IVC – Walking Wednesdays at 12:40 pm – meet at the grass area between buildings 7 & 8.

Financial Workshops:

- Landed Home Buying Assistance – Thursday, February 6, 9 am and 4:00 pm, AC 105
- AIG Financial Advisors (Jeff Isley) – Friday, February 21, 9 am – 5 pm, AC 303
- Medicare 101 – Monday, March 9, 1:00 pm, AC 246
- CalPERS Workshop – Planning Your Retirement - Wednesday, March 25, 9:00 – 11:30 am, VS1

Beneficiary Updates

As part of our Financial Wellness theme this semester, it is a good time of year to review and update your beneficiary forms, if necessary.

The Hartford – Life Insurance (return to the COM Benefits Office) [Beneficiary Designation Form](#)

CalPERS (return directly to CalPERS) [CalPERS Beneficiary Designation](#) [CalPERS Special Power of Attorney](#) [Special Power of Attorney form](#)

Death Benefit Estimate Letter
To request this, call CalPERS at 888 CalPERS (or 888-225-7377), Press 1-Retirement Checks, Press 3-Everything else. Identify Yourself and request a **Death Benefit Estimate Letter**. Included in that letter will also be any Beneficiaries and Special Power of Attorney designations.

CalSTRS (return directly to CalSTRS) [Recipient Designation Form](#) [Survivor Benefits](#)

TDS 403b/457b
Check with your 403(b)/457, the Investment Company to manage your beneficiaries. If your Investment Company does not have a Beneficiary Designation form, please contact Ron Owen.

SISC Screening

continued

The following are the 2020 SISC Biometric Health Screenings dates/times:

- Tuesday, March 10, 9:30 AM – 1:30 PM - IVC
- Wednesday, March 11, 9:30 AM – 1:30 PM – Kentfield
- Wednesday, March 25, 9:30 AM – 1:30 PM – Kentfield
- Wednesday, April 1, 9:30 AM – 1:30 PM – Kentfield
- Wednesday, April 8, 9:30 AM – 1:30 PM – Kentfield

[Make, Change or Cancel an Appointment Today](#)

- Make an appointment online now at <http://sischealth.com> (use Internet Explorer)
- Get your numbers at the health screening event.
- SISC Members earn a \$25 Amazon.com Gift Card (code).
- Take the American Heart Association - Health Survey

The appointment system is available 24/7. Specific time selections are available until 6 PM the evening before the screening event. You can also schedule appointments for any of your family members who would like to know their numbers.

Online Help:

1. Please use online help at <http://sischealth.com>, Then choose “Need Assistance”
2. Email support@medivonservices.com or siteassist@medivonservices.com (from personal or work email) Check both spam and junk files in your email

Create a Simple Will

Employees who have a Group Life Insurance policy from The Hartford, have access to EstateGuidance@Will Services provided by COMPsych®. This free service helps you create a simple, legally binding will online, saving you the time and expense of a private legal consultation. Follow the instructions on the back page of this [document](#).





New Office for College Services—941 Sir Francis Drake Boulevard, Kentfield

College Services

Moving Day is here

The big day is upon us! Like many departments, College Services will be moving to brand new locations this spring at 941 Sir Francis Drake and the new Maintenance and Operations building. We want to update you on the latest changes and news regarding all the moves so that we can minimize any interruption in services. We anticipate very limited operations during the move, so planning around this disruption will be extremely important.

Planning ahead is key!

If you have any graphic design, event promotion, or print projects with specific deadlines in March, it's important to notify us in advance as far as possible so we can assist you in planning around our move dates. If at all possible, **please try to avoid deadlines during the month of March** as that will be the prime time of the various moves.

Feel free to call or email us well in advance of your anticipated needs so that we can perhaps work together to complete your project prior to the move dates or schedule it for the weeks after. We will do everything we can to assist with jobs, however, please know that during the transition time, last minute rushes and emergency jobs may be delayed if not previously scheduled.

Who's Going Where?

Every department in College Services will be moving at some point in the next few weeks.

Creative Services:

The first phase will likely entail moving the Creative Services team: the two Graphic Design Specialists (Dave Mahoney and Roger Dormann), the Senior Creative/Lead Web Designer (Shook Chung), and the Director (Annie Ricciuti) from their various offices in the Learning Resources Center into the beautiful new space at 941 Sir Francis Drake. This is likely scheduled to occur sometime **the week of March 9th**. We hope to be up and running in a couple of days after the moves, if all goes as planned, but again we do anticipate some service disruptions so please be aware this may affect any pending projects during that time.

How will the College Services Move Affect You?

Change always requires adapting to new ways of being and doing and it's understandable that our new locations will definitely take some getting used to! However, we will still be available and ready to assist you with all your design, print, receiving and mailing service needs.

For the first time ever, the Director, Designers and Print Services will all be under one roof! We are excited to continue our productive but always fun environment and we'd of course love to see everyone! Please feel free to come by and check out our new location or drop in to say hi anytime. We will continue to offer the same friendly faces, helpful service and quality jobs you've come to expect and we look forward to inviting everyone to an Open House once we are settled in.

Copy Projects and Mail

We anticipate all services to continue as usual once we are fully up and running.

As a courtesy, we will offer twice daily drop off of completed copy jobs to the Kentfield Mail Room, in the morning and then mid to later afternoon. Mail services will continue as is, and there will be locations in the new Mail Room to drop off outgoing first-class mail, which will be processed as usual each afternoon. Interoffice mail will be distributed in the new Mail Room in the afternoon as well.

For larger projects and mailings, please contact us at 415-485-9447 and we will be happy to arrange delivery or distribution as needed.



**PRINTING &
COPYING**

How will the College Services Move Affect You?

Receiving and Packages

Large deliveries and package receipt will continue as usual for the time being, until the opening of the new M&O building. At that time, we will communicate any relevant changes and update everyone on the most current information regarding how the move will affect any services in this area. The courier run between campuses will also continue as usual. Please feel free to call or connect with us regarding any of the moves, any questions you have or to plan ahead of the anticipated March dates. We are here to help and look forward to welcoming everyone to our new home!



Interior of First Floor, 941 Sir Francis Drake Boulevard—New Home for College Services

College Services

continued

Print Services

Print Services (Reprographics) will also be located at 941 Sir Francis Drake. This will be the most complex and time-consuming move as there are many and varied logistics involved in moving all the equipment, supplies, paper stock, shelving and work spaces. We anticipate the move for Print Services to begin on **March 16th** and continue throughout that week, as it will take several days to breakdown, move and reinstall the equipment, and to unpack and organize the new space.

Printing and copying services will be extremely limited the week of March 16-20.

We plan for the smoothest transition possible, however please be aware that during this time, we will do our best to accommodate all print requests but will require patience, flexibility and possibly more time than usual due to the move.

Mailroom

The current Mail Room in the LRC will be moving as well during the spring. The new location will be in the AC 255 Atrium, just behind the large classroom. Prior to the move, please pickup your mail and have your mailbox cleaned out as much as possible to help insure that the move goes smoothly and mail is secure. The Atrium will have the same key pad/code as the current mail room and is also accessible by key fobs. We will announce any relevant move/closure dates as soon as possible.



Receiving

The Receiving office and loading dock will remain for the present in the current Maintenance and Operations building at 120 Kent Avenue. However, when the new Maintenance and Operations building is completed in the spring, Receiving will be relocated to the new warehouse at that location. Stay tuned for more details and dates to come soon.

Unplugging From Social Media on Vacation? It's Tough at First

Taking a vacation from social media and digital technology while you travel can cause withdrawal symptoms, but a small study suggests you'll come to enjoy the offline experience.

The British study included 24 people. During their travels to 17 countries and regions, most unplugged from technologies such as mobile phones, laptops, tablets, social media and navigation tools for more than 24 hours. Their reactions before, during and after their "digital detox" were gathered through diaries and interviews.

Many had initial anxiety, frustration and withdrawal symptoms, but then increased levels of acceptance, enjoyment and even liberation, according to the study published Aug. 14 in the *Journal of Travel Research*.

"Many people are increasingly getting tired of constant connections through technologies and there is a growing trend for digital-free tourism, so it is helpful to see the emotional journey that these travelers are experiencing," said lead author Wenjie Cai, a lecturer at the University of Greenwich in London.

Read more on page 10.



College of Marin Human Resources Department

Human Resources

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

To ensure Marin Community College District's compliance with SB 1343, and per the notification sent in August 2019, all non-manager employees should have completed **Sexual Harassment & Abusive Conduct** training by November 27, 2019.

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 hrcom@marin.edu or X7340.

District Holidays and Important Dates

Remaining Holidays and important dates for 2019/2020 Academic Year

- **Lincoln Day—Campuses Closed**
February 14, 2020
- **Washington Day—Campuses Closed**
February 17, 2020
- **Spring Break (offices are open)**
March 16-21
- **93rd Annual Commencement**
May 22, 2020
- **Memorial Day—Campuses Closed**
May 25, 2020



Human Resources

Continued

Drug and Alcohol-Free Environment and Drug Prevention Program (See [MCCD Board Policy 3550](#), Adopted 12/14/10)

The District prohibits the unlawful possession, use, sale, or distribution of illicit drugs and alcohol by students and employees on the District's property or as part of any of the District's activities, including but not limited to field trips, activities or workshops.

State and federal law prohibits the unlawful manufacture, distribution, dispensing, possession, or use of alcohol or any controlled substance on District property, during District sponsored field trips, activities or workshops, and in any facility or vehicle operated by the District.

Violation of this prohibition will result in appropriate action up to and including termination of employment, expulsion, and referral for prosecution, or, as permitted by law, may require satisfactory participation in an alcohol or drug abuse assistance or rehabilitation program.

As a condition of employment, employees must notify the District within five calendar days of any conviction for violating a criminal drug statute while in the workplace. The District is required to inform any agencies that require this drug free policy within ten days after receiving notice of a workplace drug conviction.

Counseling and Treatment

If you are in need, drug or alcohol counseling, treatment, or rehabilitation, or re-entry programs or referrals are available to employees or students. The District provides confidential referrals through an ANTHEM [Employee Assistance Program \(EAP\)](#) for employees and their families needing assistance with drug or alcohol abuse (800-999-7222).

Unplugging From Social Media...

Continued

Researchers said there is growing demand for digital detox holidays.

"Our participants reported that they not only engaged more with other travelers and locals during their disconnected travels, but that they also spent more time with their travel companions," Cai said in a journal news release.

The findings could be important for travel companies seeking to develop off-the-grid vacation packages, according to study co-author Brad McKenna, a lecturer at the University of East Anglia's Norwich Business School.

"Understanding what triggers consumers' negative and positive emotions can help service providers to improve products and marketing strategies," he said in the news release. "The trips our travelers took varied in terms of lengths and types of destinations, which provides useful insights into various influencing factors on emotions."

McKenna noted that some participants enjoyed being offline right away or after a brief adjustment, and others took longer to accept it.

"Many also pointed out that they were much more attentive and focused on their surroundings while disconnected, rather than getting distracted by incoming messages, notifications or alerts from their mobile apps," he added.

However, the study found there was a downside: Many participants were overwhelmed when they saw all the incoming messages and notifications received while they were away.

More information: The Henry Ford Health System offers ideas on how to take a break from digital technology. <https://www.henryford.com/blog/2018/04/need-a-digital-detox-5-tips-to-unplug>

Source: Journal of Travel Research, news release, Aug. 13, 2019



More IT Updates

Password Management Tools



With the proliferation of online accounts, password management has become a daunting task. It is advised that

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

Zoom Video and Web Conferencing



If you often host meetings, please sign up for your Zoom

account with the following link <http://conferzoom.org/>. For information on getting started, read the quick guide: [http://www.conferzoom.org/Content/Doc/Guide for Members and Hosts.pdf](http://www.conferzoom.org/Content/Doc/Guide%20for%20Members%20and%20Hosts.pdf)

Brown Bag Sessions



If you need help with any of our current technologies, we are offering a number of

basic training sessions in our office at SMN137. Please use the link below to register for a session. <http://forms.marin.edu/form/brown-bag-training-sessions>

Helpful tools and links:

Microsoft Office: our users can benefit from free Microsoft Office applications for personal use, which can be downloaded from the Office 365 platform through the MyCom portal. <https://products.office.com/en-us/student/office-in-education>

Software discounts: If you are looking to purchase software for either personal or academic use, please consult the link below. Make sure to read up on the *Terms of Use*. <http://it.marin.edu/blog/sources-academic-software-discounts>

Information Technology

Banner Student System Challenges



As you may be aware, we recently experienced a failure in the Banner SIS system causing the "Add Authorization Codes"

function to break. That error was due to the installation of a wrong customization patch. Although we quickly corrected the mistake, it had caused disruptions for a couple hours. We will be holding ourselves to a higher level of diligence going forward!

Campus Moves



Many of you may have been affected by the pervasive campus moves. The Information Technology team is working to

reconnect your devices and making sure all is working properly. If your office space or lab still need attention, please submit IT related tickets to our [COM ServiceDesk](#). We thank you for your patience during these transitions this semester.

COM ServiceDesk



COM ServiceDesk is the College's IT helpdesk system. It supports tickets for the following service areas: Information Technology, Enrollment Services, Student Accessibility Services and Institutional

Data Team. All MyCOM users, including students, may search the integrated knowledgebase for answers and/or submit tickets. Please explore the **COM ServiceDesk** from the MyCOM portal or using the link below <https://servicedesk.marin.edu/helpdesk/User/Login>

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 new **Citrix Remote Apps** from the MyCOM portal or using the link below <https://apps.marin.edu>. For technical support on your personal devices, please see the [Citrix support page](#).

COM Wifi



For onboarding your personal mobile devices into the College wireless network, please use the link <https://byod.marin.edu> or

scan the QR code. Step-by-step instructions can be found at the [COM IT website](#). Users may also visit the IT offices at Kentfield SMN135.

For all IT questions, call extension 8888 or stop by our office at SMN 135.

Parking Regulations

Section 21113A of the California Vehicle Code grant the authority for the Marin Community College Police Department to enforce ALL Vehicle Code violations on the parking lots and roadways within College District property. In addition, the District may adopt it's own regulations, to provide adequate parking and the safe movement of pedestrians and vehicles.

The following information is posted at the entrance to college parking lots:

- Valid properly displayed parking permits are required at all times (Sundays, and school holidays excluded.)
- Staff permits must be displayed in designated staff areas
- Park in marked stalls only
- Obey posted signs and markings
- No parking between 2 a.m. and 6 a.m.
- Vehicles parked over 72 hours will be towed at owner's expense
- Illegally parked vehicles will be cited or towed
- Speed limit 10 mph
- Authority by 21113A CVC
- Vehicles parked in lot 13 (free parking lot) must be parked perpendicular facing a log or boulder, no parking between 5 p.m. and 7 a.m.
- No motorhome or bus parking in any lot/team buses must make arrangements with the Physical Education Department prior to arrival.
- Upper Parking Lot 5 at IVC in Novato is free parking. The area is designated with yellow lines painted on the ground. If the free parking area is full visitors must use another lot and purchase a parking permit.



Police

New Police Cadets



Tembay (photo above) is currently majoring in Business Administration, with a focus in accounting. He plans on transferring to a four-year university to continue his degree. Before attending College of Marin, Ogyen came to campus for a tour and really liked it, and many of his friends were going to attend as well, so he saw it as a perfect fit. Growing up, Ogyen always wanted to be a police officer. For him, working as a Cadet will be the perfect opportunity to gain experience in law enforcement and be prepared for his career goal. Outside of work, Ogyen likes to spend time with friends and family. He also enjoys playing video games, football and cooking.



Mason Marotta is also a student at COM pursuing a degree in Administration of Justice. He would love to either transfer to a CSU, or go directly into the police academy.

Mason came to College of Marin because he believes that it offers the same services and educational opportunities that universities do, but without the high associated cost. Sergeant Dustin Ruiz came to his class for a presentation about the Cadet program, and Mason was

immediately interested. He thought, what better way to acclimate himself with the culture of the job than actually taking a job with a police department! Outside of work, Mason enjoys watching hockey and tries to go to the gym at least four times a week. He also likes to unwind at the end of the day either with video games or watching TV.

Parking Reminders

The College's parking regulations apply 365 days a year unless otherwise noted. Illegally parked vehicles can be cited and/or towed, even if the class is not in session. Read all signs and road markings carefully. Be sure to park only in a marked stall, clearly display your permit, and lock your vehicle.

Parking permits are required Monday through Saturday (except school holidays) even if a class is not in session.



If you received a citation, visit Citation Processing Center at

<https://www.citationprocessingcenter.com/CitationSearch.aspx> and follow the steps.

For more information about campus parking and to learn about other services provided by Campus Police, please visit the [Campus Police website](#).



New District Warehouse Construction, Kentfield Campus

Maintenance and Operations

New Location

Aside from completing current projects and attending to work orders, everyone in our department is busy getting ready for our upcoming move to the new Maintenance and Operations building and District Warehouse. We have years of inventory and files to organize as we get ready for our move. The construction is estimated for completion in April 2020. I want to thank the entire M&O team for working diligently before the holiday break to assist the departments who have moved to swing space in preparation for the construction of the new Learning Resources Center. To prepare for the relocation of the Campus Bookstore in the current District warehouse, a few of my staff including myself, will be temporarily housed in the Learning Resource Center. Thank you so much your patience and cooperation during this time of transition.

School Dude Reminder



Please be reminded to use the School Dude app to log any maintenance requests, including problems with electronic door locks (SecureALL).

New employee key requests must still be accompanied by the key fob request signed by the appropriate department head or manager (link to form is available at [Maintenance and Operations 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.

U-Key Request Form



Please use the key-request form for all new key holders. Please fill out this form to receive the requested keys **before** your new employees arrive. Download U-Key request form at the [Maintenance and Operations website](#) and refer to [U-Key Information Sheet](#) for user guideline.

Roasted Root Veggies Make a Hearty Winter Soup

Dense root vegetables such as sweet potatoes and parsnips benefit from roasting. They sweeten as they cook, making for healthy comfort food during cold winter months.

Follow these general steps for any hard vegetables: Start by cutting them into uniform pieces, so they'll roast and brown evenly. (Otherwise, you can end up with either burnt or under cooked pieces.) Next, toss the vegetables in a healthy cooking oil like olive oil, and sprinkle lightly with salt, which helps to bring out their sweetness.

Line a baking sheet with parchment paper to prevent sticking. Then spread the vegetables evenly so that all pieces will brown at the same rate. Roast in a preheated 400-degree oven for about 45 minutes or until tender. The high temperature is key to bringing out the sweet flavor – plus it gets dinner on the table faster.

Serve roasted veggies as a side dish instead of pasta or white rice with your favorite protein like chicken, or blend with broth for this fast and rich-tasting soup to take the chill off a cold evening.

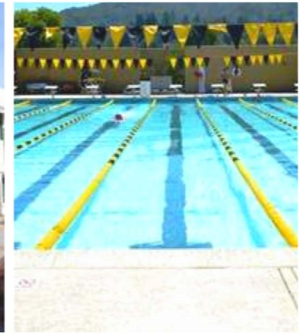


Key Departments Working on Events

Whether you are planning for a small or big event, the following departments often collaborate to make your event a success. Other special events may require more coordination with additional departments on campus.

Please remember to reach out to them as soon as you begin the planning process.

1. Facility Rentals
(415) 884-3124
2. College Services
(415) 485-9393
3. Maintenance and Operations
(415) 485-9449
4. Campus Police
(415) 485-9467
5. Marketing and Communication
(415) 485-9508
6. Information Technology
(415) 884-3180
7. Advancement
(415) 485-9528
8. Administrative Services
(415) 883-3101



INTRODUCING

COM INTERNAL EVENT FORM

Facility Rentals

Welcome back and happy spring semester!

We are already a few weeks into the semester, and events and facility use has been in full swing. As we all navigate through this semester with the moves and construction, **communication** will be really important among all of us, especially when hosting events, speakers and even regular meetings.

Did you know that when planning **any** event on campus, there are at least **eight** people across **seven** different departments that are involved in making that event happen? This is why it is imperative that **communication** happens often and early.

How to Plan an Internal Event

1. Fill out the [Internal Event Facility Request form](#). See last page of newsletter to download the PDF form.
2. Contact [Lindsay Bacigalupi](#) for initial meeting.
3. For printing requests, contact College Services.
4. Submit work orders via School Dude.
5. Identify budget source. Any custodial overtimes must be paid by the department requesting the service.

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. It is wonderful to bring our community together, so if there is anything I can do to assist, please let me know.

Conference Rooms and Classrooms

As you plan ahead this semester, please understand that space and facility availability at the Kentfield Campus will be limited due to current construction projects. Please consider hosting your meeting or event at the Indian Valley Campus. There are many renovated buildings and classrooms available to you. Please send your request early.

Because space is limited, it is important when using conference rooms that we are all mindful of our scheduled use times and who might be coming in after us. Terry Brown and myself are here to assist you, so if you would like the conference room longer, or if you no longer need the space, please inform us. Also, please be reminded that AC 217 is a restricted conference room. The only meetings that are allowed to be scheduled in that room are meetings that include Cabinet Members.

If there is anything I can assist you with, please let me know.

I hope you have a wonderful semester!

Facility Rentals

continued

Upcoming Events*

1/21-2/14	The Deepest Color is Read – Unbound Paintings by Jeffrey Beauchamp	Monday-Friday, Noon-5pm
2/11-12	Club Fest	SS Quad 11:30am-1:30pm
2/12	Men's and Women's Basketball Games	Gymnasium, 5:30pm and 7:30pm
2/13	Baseball Game vs. Mission	COM Baseball Field, 2pm
2/14	Baseball Game vs. Lassen	COM Baseball Field, 10am and 2pm
2/14-2/17	Presidents Weekend Holiday	College Closed
2/18	Baseball Game vs. San Mateo	COM Baseball Field, 2pm
2/21	Faculty Recital Spring 2020 Men's and Women's Basketball Games Women's Beach Volleyball	Lefort Recital Hall, 7:30pm Gymnasium, 5:30 and 7:30pm Beach Courts KTD, 1pm
2/22	Faculty Recital Spring 2020	Lefort Recital Hall, 3pm
2/26	Celebrating Black History	Academic Center Quad
2/28	Friday Author Series—Michael Shapiro The Tempest, Drama Performance	Library, Kentfield Campus James Dunn Theatre, 7:30pm
2/29	The Tempest, Drama Performance	James Dunn Theatre, 7:30pm
3/1	The Tempest, Drama Performance	James Dunn Theatre, 2pm
3/6	The Tempest, Drama Performance Baseball Game vs. Laney	James Dunn Theatre, 7:30pm COM Baseball Field, 2pm
3/7	Mariner Invite, Swimming and Diving The Tempest, Drama Performance Golden Gate Brass Band	IVC Pool James Dunn Theatre, 7:30pm Lefort Recital Hall, 3pm
3/8	The Tempest, Drama Performance (Talkback with the director)	James Dunn Theatre, 2pm
3/10	Baseball Game vs. Napa Valley	COM Baseball Field, 2:30pm
3/11	Womxn's History Month	AC 255, 12:30pm
3/16-21	Spring Break	No Classes

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



Portable Village Classroom 4, 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

Internal Event Facility Request Form

CONTACT INFORMATION			
<input type="checkbox"/> Faculty/Staff <input type="checkbox"/> Student Club/Organization Department/Organization: _____ Contact person: _____ Email address: _____ Phone number: _____			
Event type: <input type="checkbox"/> General Meeting <input type="checkbox"/> Speaker/Lecture/Discussion <input type="checkbox"/> Meal/Banquet/Dinner <input type="checkbox"/> Other _____			
EVENT DETAILS			
Title of event: _____ Description of event: Time of actual event: From: _____ To: _____ Total time including set up and breakdown: From: _____ To: _____		Date of event: _____ Requested location(s): _____ Requested room(s): _____ Estimated attendance: _____ Events with 100 or more people will require 4 hour minimum OT (ex: custodial, grounds, police etc.)	
Room Set Up Please check and fill: <input type="checkbox"/> Table(s) 6 ft # _____ 8 ft # _____ <input type="checkbox"/> Tablecloths # _____ <input type="checkbox"/> Chair(s) _____ Please attach event layout.	Audio Visual Please check and fill: <input type="checkbox"/> Projector <input type="checkbox"/> Screen <input type="checkbox"/> Podium <input type="checkbox"/> TV/VCR/DVD <input type="checkbox"/> Sound/ Speakers <input type="checkbox"/> Microphone <input type="checkbox"/> Other	Catering Will there be food at this event? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, <input type="checkbox"/> on campus: Suzy Lee ju.suzylee@gmail.com <input type="checkbox"/> off campus	Recurring dates if applicable: Other questions: <input type="checkbox"/> Need rooms unlocked and locked <input type="checkbox"/> Restrooms <input type="checkbox"/> Other requests *Requester/Department is responsible for all Schooldude requests and overtime
Faculty/Staff/Organizer: _____ Signature: _____			
For facility office use only:			
Date received: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Denied Signature: <input type="checkbox"/> OT needed: Notes:			