

# ADMINISTRATIVE SERVICES

# NEWS

Bi-Monthly Newsletter

January 2019

## Welcome to Spring 2019 Semester



Happy New Year and I hope that all of you had a wonderful holiday break with family and friends. It was great to see everyone at the Convocation and be able to provide an update on the District

budget and Measure B Capital Projects. This semester, we will continue working with PRAC on forecasting budget allocations as we need to have a reduction plan of \$1.5 million per year for the next three fiscal years. Though our District has been efficient and effective in forecasting and anticipating financial issues, this effort will put us in a reasonable financial position with the rising cost of pension and cost of living.

The next few months will be very busy as construction of new buildings begins and current projects come to completion. Groundbreaking for the

Jonas Center and Phase II of Athletic Ball Fields will be in March. The Pomo Complex at IVC is scheduled for completion this summer.

I wish you a great semester and I hope you find the information in this newsletter to be meaningful in your daily operations.

### New IRS Mileage Rate for 2019

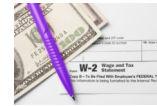


The District reimburses employees for business mileage as required by Board Policy and bargaining agreements.

This rate has been established at the federally approved standard mileage reimbursement rate. The Internal Revenue Service has announced that the standard mileage reimbursement rate for business miles driven effective January 1, 2019 is \$0.58 cents per mile. This rate reflects a 3.5 cents increase from the previous mileage rate of 54.5 cents per mile that became effective January 1, 2018.

### 2018 Form W-2 Mailing

As a reminder, the 2018 Form W-2 (Wage and Tax Statement) will be sent



via regular U.S. Mail by its due date of January 31, 2019. Depending on your mail service, employees will receive this income tax document within the first two weeks of February. Please allow time for mail delivery.

### New Internal Event Request Coming Soon

Later this spring, we will be rolling out a new internal event request process and application. Over the last few semesters we have seen an increase in facility use on campus by departments hosting events. With this new process, requests will be streamlined and require more detailed information so all the needs and expectations for your events are met, including department responsibility for SchoolDude work orders and overtime costs for campus personnel. We look forward to assisting you with your future events. More details and information to come in the next couple of months.



Organic Farm, Green House at Indian Valley Campus

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# Black Tie and Blue Jeans

## Current Sponsors

### Diamond \$15,000+

- Alten Construction Inc.
- Brick Inc.

### Platinum \$10,000—\$14,999

- Facilitron
- Gilbane Building Company
- Red Tower Properties
- Harry L. Murphy, Inc.
- Blach Construction Company
- ELS Architecture and Urban Design
- Silverado Contractors, Inc.

### Silver \$5,000—\$7,499

- A Kennedy Group
- CSW Stuber-Stroeh Engineering
- DLR Group/Kwan Henmi
- SecureAll Corporation
- Verde Design, Inc.

### Bronze \$2,500—\$4,999

- Piper Jaffray
- Keygent LLC

## Administrative Services

continued

Get ready to don black tie evening wear with your best pair of blue jeans! On August 31, 2019, College of Marin is hosting a dinner and benefit concert featuring a top country music act.

### Sponsorship Levels

#### Diamond \$15,000+

- Meet and greet with headlining artist and signed photo
- Premium seating
- 10 seats at dinner
- 10 concert tickets
- Company/organization logo projected during the event, on screens inside theatre, printed in program, posted to the website, and mentioned in news release.

#### Platinum \$10,000—\$14,999

- Meet and greet with headlining artist and signed photo
- Premium seating
- 8 seats at dinner
- 8 tickets
- Company/organization logo projected during the event, on screens inside theatre, printed in

program, posted to the website, and mentioned in news release

#### Gold \$7,500—\$9,999

- Premium seating
- 6 seats at dinner
- 6 concert tickets
- Company/organization logo projected during the event, on screens inside theatre, printed in program, posted to the website, and mentioned in news release

#### Silver \$5,000—\$7,499

- Premium seating
- 4 seats at dinner
- 4 concert tickets
- Company/organization logo projected during the event, on screens inside theatre, printed in program, posted to the website, and mentioned in news release

#### Bronze \$2,500—\$4,999

- Premium seating
- 2 seats at dinner
- 2 concert tickets
- Company/organization logo projected during the event, on screens inside theatre, printed in program, posted to the website, and mentioned in news release

Contact Katy Bauer at 415-884-3102 for more information.

## Upcoming Milestones

**March 2019** – Opening of Phase II of the athletic field project at KTD, which includes the baseball field.

**March 2019** – Beginning of Jonas Center & Building 18 construction at IVC

**Summer 2019** – Completion of Buildings 3-7 renovation of the Pomo Complex at IVC



Admin Cluster & Building 12—Roof Replacement, Indian Valley Campus



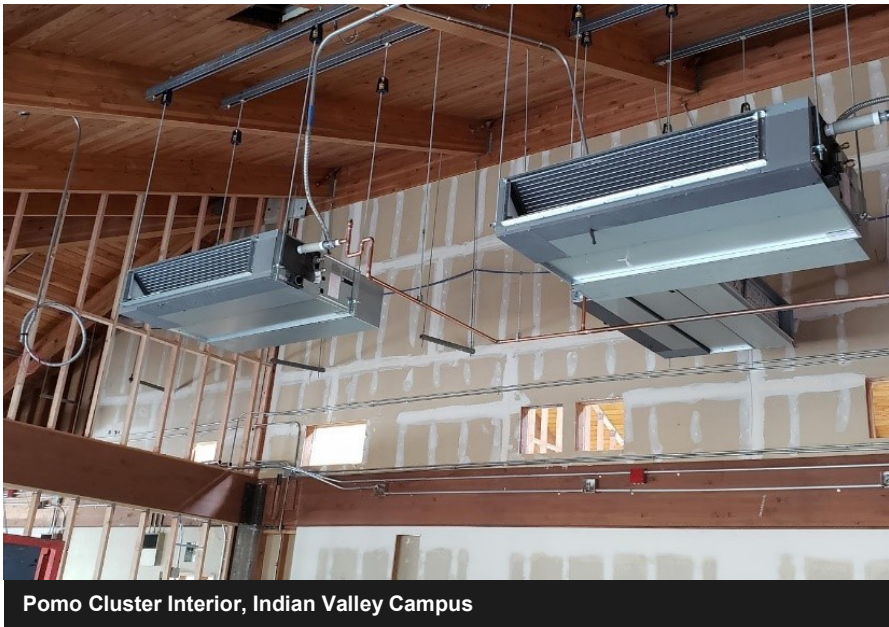
Miwok Cluster—Site Work, Indian Valley Campus

## Capital Projects

### Measure B Bond Projects

The Indian Valley Campus and the Kentfield Campus continue going through major changes. Last year, we saw the demolition of the multiple buildings along with the opening of some new facilities at IVC. At Kentfield campus we completed Phase I of the Athletic Fields project along with some other smaller projects on campus. The rain has caused a few delays in starting some projects and some completion delays. Construction will continue throughout the Winter at both campuses; however, the bulk of the construction projects will continue to be at IVC. The year 2020 is shaping up to be a busy year for us as that is when the major projects at IVC are scheduled to be completed.

At the Kentfield Campus, work continues on Phase II of the Athletic Fields with anticipated completion in Mid-March. The Phase II work includes completion of a new synthetic turf baseball field along with other related structures. Phase I work which includes new tennis courts, new synthetic turf soccer field and sand volleyball courts was completed this past Summer. We are currently scheduled to start the construction of the Maintenance & Operations building in Spring of this year. Fusselman Hall is in the design stage and we are anticipating starting construction late this Summer. The planning stage of the LRC replacement project is underway which includes the detailed planning and scheduling of LRC related projects. Additionally, the RFQ/RPFs related to the design and construction of this major capital project will be advertised starting this month. A lot more to come on this particular project since this is the one Measure B project that will impact the greatest number of employees, faculty and staff – stay tuned.



Pomo Cluster Interior, 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

At the Indian Valley Campus, we are continuing to work on the interior improvements at the Pomo Cluster. This work is expected to be completed by this Summer. Miwok Cluster has been demolished and construction of the Miwok Center started in December of last year. The Organic Farm classroom buildings were completed last year along with the greenhouse and related site work. This project is now in the closeout stage. The Jonas Center is in the permitting stage and is expected to start construction Spring of this year.

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](mailto:ifarias@marin.edu) should you have any questions or need more information about the Measure B projects.



Athletic Fields Phase II

## Next CBOC Meeting

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

Tuesday, March 26, 2019 at  
4:30 PM

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

Maintenance &  
Operations Building  
Rendering



## Shipping Requirements and Check Request Reminder

Friendly reminder of the shipping requirements:

Purchases must be shipped to one of the following designated district addresses:

- **Kentfield Campus**  
Receiving Department  
120 Kent Avenue,  
Kentfield, CA 94904
- **Kentfield Campus**  
Child Study Center  
1144 Magnolia Avenue,  
Larkspur, CA 94939
- **Indian Valley Campus**  
1800 Ignacio Blvd.,  
Novato, CA 94949

**UPS does not deliver to IVC. Any purchases shipped to an alternate address will not be reimbursed by the District.**



Fiscal Services, College of Marin

## Fiscal Services

### 1098-T

The IRS Form 1098-T, Tuition Statements will be available to students via their MyCOM portal the last week of January. In addition to the IRS Form 1098-T, the student is also able to review the detailed transactions used to produce the Tuition Statement. Due to updated regulatory requirements, all educational institutions are now required to report amounts paid for qualified tuition and related expenses by the student or on the student's behalf during the calendar year. This is a significant change from prior years when amounts charged for qualified tuition and related expenses were reported to the IRS. Please refer students to their Accounting Technician for assistance. Please note, while the College can not provide tax advice, the team can help explain the form and details behind the reported amounts.

### Direct Deposit Reminder

Problems with direct deposit result from changes in an employee's bank information without proper advance notification to the payroll department. You should terminate an established direct deposit enrollment via the payroll department before closing the associated bank account. If you close your bank account before notifying the payroll department, then your financial institution will return the funds back to the College of Marin, which may cause a delay in receipt of funds. Should you have an emergency situation, such as fraud on your bank account, please notify the payroll department immediately to terminate your direct deposit enrollment in that bank account.

### EMPLOYEE BENEFITS



### New Online Forms - 403(b)/457(b)

Effective January 2, 2019, if you wish to begin contributing to or make a change to your current 403(b)/457(b) contribution(s), you will need to submit your request **online** via our Plan Administrator's Secure Website. See below. Manual forms (i.e., SRA/SAA Forms) will no longer be accepted.

### How to submit your request:

Visit the Marin Community College District [TDS website](#). You may also access links on the College of Marin [403\(b\) and 457\(b\) website](#).

Click on the [403\(b\) Online SAA](#) or [457\(b\) Online SAA](#). Complete the form.

If you are making changes to your pay, it is imperative that you review your data and read the instructions **prior** to submission. Once you have completed the required fields on the online form, click "continue" to transmit the request. Once your submission has transmitted successfully, you will be provided with a TDS tracking number. This tracking number can be referenced in any direct communications with TDS. Once TDS

# Fiscal Services

continued

has verified your account is open and ready for funds, they will report the change to Marin CCD payroll within 24 hours.

## Mountain Hardware/Columbia Sportswear Company Employee Store—Spring Sale



The Mountain Hardware/Columbia Sportswear Company Employee Store Spring 2019 Sale is Friday, January 11th – Sunday, February 3rd. Go to [Employee Discounts](#) to access the store invitation.

### What the Employee Store has to offer:

- Discount items marked at 40-50% off regular retail pricing
- All of the latest products from the Columbia Sportswear Company family (SOREL, Mountain Hardware, prAna, and Columbia Sportswear)

### What to bring to access the store:

- The store invitation, (online under [Employee Discounts](#))
- Work/organization/student ID (business Card, pay-stub, signature of work email, etc.) and Personal ID.
- Invite is valid for you + 4 guests (you must be present)

## SISC Health Screening

The SISC Health Smarts Biometric Screening Program is coming in April 2019. This **free** program is available to all employees as well as spouses and dependents over the age of 18 who are covered by a SISC medical plan. All eligible participants will also receive a financial award, as explained below.

### 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 Gift Code**. One out of every 50 SISC Members who are screened with an appointment will also **win an additional \$100**.

**Make an appointment today** by visiting [www.sishealth.com](http://www.sishealth.com). You can also schedule appointments for any of your family members who would like to know their numbers (and qualify for the cash awards).

We strongly encourage *everyone* to participate in this event. The rewards for SISC Members are great, but the most valuable payoff is getting the tools you need to improve your health.

# Health Tip: It's Never Too Late to Exercise



(HealthDay News) -- If you are middle aged and out of shape, it isn't too late to get active and improve your health, the American Heart Association says.

A study in the journal *Circulation* showed that heart stiffness -- a potential precursor to heart failure -- decreased for middle-aged men who engaged in two years of the right kinds and amount of exercise.

Study participants who did high and moderate-intensity exercise up to five times weekly had better heart elasticity and improved the way in which their bodies used oxygen, the research found.

The Heart Association recommends weekly exercise that should include:

- One high-intensity workout, such as an aerobic interval workout that boosts the heart rate for four minutes at a time in several spurts during the session.
- An hour-long moderate-intensity workout doing something you find fun, such as tennis, biking or walking.
- Two or three moderate workouts per week that might make you sweat, but still allow you to talk with someone.
- A strength training session.

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# Medicare 101

Sponsored by SISC in cooperation with Kaiser, Blue Shield of California and Keenan



Whether you are about to retire — or already enrolled in a Medicare health plan — knowing more about your Medicare benefits can give you an advantage.

Join our seminar —for employees and retirees of Marin Community College District — and learn:

How Medicare works: Parts A, B, C, and D

- How to enroll in a Medicare health plan offered by SISC
- When to enroll or switch plans

If you are close to retirement, you will also learn:

- How your coverage can change when you retire
- What to do now if you plan to keep working after 65

If you or a family member is approaching retirement or age 65, we hope you will join us to learn everything you need to know about Medicare.

Tuesday, February 5, 2019  
1:00 – 2:00 p.m.  
College of Marin  
835 College Ave  
Academic Center Building,  
Room 245  
Kentfield, CA 94904

Space is limited. To reserve your place, please call Lisa Macias at 1-800-972-1727, Monday through Friday, 8 a.m. to 4 p.m. to confirm desired meeting date.



## Employee Benefits

Continued

### 5 Steps to Get Back on the Diet Track After the Holidays



(HealthDay News) -- Even though successful dieters work harder than non-dieters at maintaining their weight over the holidays, they often face more weight gain than thinner people. And gaining weight often goes on for another month ... into the new year, according to the National Weight Control Registry.

But you can stop the scale from creeping further up and get back on track with renewed dedication starting now.

Diet slips are a normal part of any lifestyle change. Slips don't really hurt your progress over the long-term, but how you react to a slip can.

Negative thoughts are the most dangerous and can leave you feeling discouraged and down on yourself. Counter them with positive affirmations. Review the diet success you had before the holidays and return to your good

eating habits without reprimanding yourself.

Don't let holiday overeating extend one day longer. That means get back on track with your very next meal – not tomorrow, next Monday or next month. This way, you can limit weight gain and not let it feed on itself.

Zero in on your food triggers so you can avoid them in the future. Sampling grandma's homemade stuffing at one meal isn't going to do much damage, but taking home leftovers to eat for days could. This kind of awareness will help you make better food decisions.

Renew your commitment to weight loss and healthy eating by decreasing calories and increasing exercise time for one full week. This can wipe out a typical 1-to-2-pound holiday gain.

Go back to carefully planning out every meal -- and snack -- in your digital or paper journal, emphasizing vegetables, fruit, lean protein and whole grains. These steps will keep a lapse from turning into a relapse and a more significant weight gain.

More information: If you need a reboot of healthy food practices, the U.S. Centers for Disease Control and Prevention has tips for improving your eating habits.

[https://www.cdc.gov/healthyweight/losing\\_weight/eating\\_habits.html](https://www.cdc.gov/healthyweight/losing_weight/eating_habits.html)



Print Production Specialist Albert So preparing an order at Reprographics

## Is Going Paperless a Way to Save Trees?

*Continued...*

2. Paper production is not a main cause of forest loss (deforestation) – Deforestation means the permanent or long-term conversion of forest lands to other land uses due to urban expansion, industrial development, resource extraction or agricultural development. Worldwide by far the most significant cause of deforestation is the expansion of agriculture. In the U.S., the main causes are development of cropland, pasture and urban areas (particularly the southern regions). In Canada it is the expansion of agriculture and the oil and gas industry.

Although woodland roads are a cause of deforestation, they make up a small percentage of overall forest loss and they do offer many positive recreational benefits for thousands of outdoor enthusiasts across North America (such as mountain biking, hiking, bird-watching, fishing, and hunting).

3. Most trees don't go into pulp and paper – In North America, the majority of wood fiber for papermaking comes from sawmill residues and recycled paper products. Only 36% of the U.S. roundwood harvest (trees) is used each year in manufacturing paper and paperboard. In Canada, 13% of the wood fiber to make paper comes from roundwood. The main product made from trees harvested in the U.S. and Canada is lumber. It is the sawmill chips (i.e., byproducts of the lumber process) that are a key raw material for pulp manufacture and eventually papermaking.

*Read more on page 9.*

## College Services

Happy new year from our team in College Services! We hope everyone had a wonderful break and look forward to working together to support everyone in 2019.



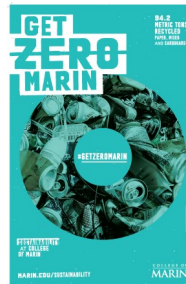
With the new semester upon us and commencement not far down the road, Spring is a busy time for everyone. If you have any events coming or need design or print collateral for your

department or to promote your class, please let us know and we'd be happy to meet with you to discuss how to best promote and support you. Or you can use our convenient online ordering system at <https://marin.webdeskprint.com>

Our team has done some great work this year! Let us know what you need and we'd be happy to help.

We are often asked about the impact of paper and print and whether or not it aligns with our mission to be "green" and sustainable. There are many

misconceptions about print and paper that are important to address so we can work together to provide important material that we all need to promote the best of COM while also doing what's right for the environment.



### Is Going Paperless a Way to Save Trees?

In a word, no. "Going paperless" will not save North American forests. Here are five key reasons why:

1. Our forests are growing due to sustainable forestry practices – In North America we grow many more trees than we harvest. For example, the forest area in the U.S. increased by 14 million acres between 2007 and 2012. That's the equivalent of 5,800 NFL football fields per day! During this time period the increase in the volume of trees on U.S. timberland could have filled 159 Empire State Buildings each year. In Canada, forest area remained stable over the last 2 decades at about 350 million hectares; less than 0.5% of the resource is harvested annually and must be regenerated.



# How to Submit a Graphic and Web Design Request

Now when you want to order a brochure, poster, postcard, class flyer, invitation, certificate, promotion for your upcoming event, web page, photography, advertising or anything design related that you can think of, simply follow these easy steps:

- Go to our storefront at [marin.webdeskprint.com](http://marin.webdeskprint.com)
- Login as usual from your browser with your credentials. If you have not yet registered, please see the instructions on the home page for registering and follow.
- Click on one of our convenient icons on the home page OR choose from the NEW ORDER menu in the upper menu selection.

For questions, call (415) 485-9447 or (415) 485-9393.

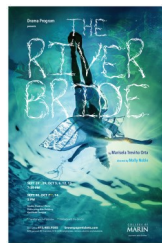


# College Services

continued

4. Forest products provide an incentive for forest owners to keep land as forest – Most pulpwood harvested in the U.S. (89%) comes from private land. Landowners receive income from the trees grown on their land. This is an important incentive to maintain, sustainably manage and renew this valuable resource. This is especially important where landowners are facing economic pressure to convert forestland to non-forest uses, such as residential housing. Continued use of paper and other wood products may therefore be a key factor in maintaining a forested landscape for future generations.

5. Paper is one of many products from sustainably managed forests – Due to its inherent sustainable features



(renewability, recyclability, carbon uptake and storage), wood is a highly valued raw material for numerous products. As paper use declines in mature markets such as North America, there may be

temporary decreases in wood harvesting in some regions, until markets recover or new markets develop. These economic slow-downs are not necessarily good for privately owned forests, since forest owners lose income and may sell their forest land. However, as our industry undergoes its transformation into innovative forest products and new markets, wood used for papermaking is being diverted to other uses such as dissolving pulp for textiles and consumer goods, biomass for energy use, and even biodiesel that you can put in your car gas tank.

## Does Print Threaten Forests?

There's a very popular myth out there about the relationship between print on paper and forests. You may have even heard your clients say, "Cutting trees for paper threatens forests." Lots of people think this. Many companies have even used this myth to motivate customers to switch from paper bills to electronic bills. But the reality is, it's just not true. Here's why. Think in Terms of "Tree Farms," Not "Old Growth Forests"

In the U.S. today, trees are grown as a crop. As Bob Lindgren, President of Printing Industries Association, Inc. of Southern California (PIASC) explains, "When we consume vegetables, whether that be wheat, corn, spinach or broccoli, that farmer is going to grow more wheat, corn, spinach and broccoli. In the same way, if we're using paper by putting ink on that paper, this means that a tree farmer is going to grow more trees."

Strong wood markets, including the demand created by print, provide an incentive for private foresters to hold their land rather than sell it for other use. With over half of U.S. forestland being privately owned—and 62% of this private land owned by families and individuals—this financial incentive is vital.

"By using print on paper," adds Bob, "we are giving that tree farmer income so that they can manage, renew and take care of that forest in a very responsible manner."

In spite of the ongoing demand for wood-based products, there are actually more trees in the U.S. today than there were 100 years ago. According to the USDA Forest Service, four million trees are planted every day in the United States. Of this amount, the wood and paper products industry plants an average of 1.7 million trees daily.

The people who believe that cutting trees for paper threatens forests don't realize that our industry plants more trees than are used. For every tree that is cut down, three or four are planted. The obvious benefits are huge: cleaner air and less carbon footprint. The benefit is not only from a sustainability standpoint for our environment, but also sustainability for the mills. After all, if the mills are going to cut down trees and never replant, they would be going out of business.

The bottom line is, cutting trees for paper does not threaten forests. The real threat to forests is that people will stop using paper, thereby reducing the market for wood products and making it economically unviable for landowners to continue to grow trees.

All this being said, we can all do our best to minimize waste and be sure to reuse, recycle and make best use of our resources at COM and in our lives as responsible citizens of the world.

Have a wonderful semester and happy new year!



Human Resources Office in Building 11, Indian Valley Campus

## Human Resources

Located on the 2nd floor of Building 11 at the Indian Valley Campus, the HR department is here to meet your needs for all classifications of employees as follows:

Director of Human Resources:  
Nekoda "Nikki" Harris

Classified Support Team:  
Connie Lehua, Julie Breakstone, Leslie Lee, and Shawna Callahan

Faculty Support Team:  
Devon Kinka Ruiz, Candice Hansen, and Kirsten Gisle

For questions, please contact (415) 485-9340 or visit the College of Marin Human Resources website at <http://hr.marin.edu/>.



## District Holiday Schedule

For CSEA, SEIU,  
Management, Supervisory,  
and Confidential Employees

2019

**Dr. Martin Luther King, Jr. Day**  
Monday, January 21, 2019

**Lincoln Day**  
Friday, February 15, 2019

**Washington Day**  
Monday, February 18, 2019

**Memorial Day**  
Monday, May 27, 2019

Please see Article IX C of the CSEA contract for less than 12 month employees.



## Important Dates for Spring 2019 Semester

**Academic Calendar**  
<http://www1.marin.edu/events/academic-calendar>

**Faculty and Staff Flex Week**  
Visit <http://www1.marin.edu/professional-learning/flex> for more Faculty and Staff Flex information.

**Spring Break**  
March 18—23, 2019 No classes.  
Campuses and offices are open.

## New Custodial Supervisor



Please welcome new Custodial Supervisor Bashir Kudsi. Bashir is a University of Baghdad graduate, class of 1973 with a BA in Public Administration. He is married to wife Sandra Lynn, who is an Registered Nurse. Bashir has two daughters: Lauren, and Heather, and a son Ramsey. Bashir loves to travel and has traveled extensively across country and across the world. His other hobbies include reading History books and sports, football and basketball in particular. Bashir enjoys cooking when he has time on the weekends. He is also a proud owner of Snow White, an 18-month old Siberian Husky.



Geothermal Water Line Repair at Kentfield 2018

## Maintenance and Operations

On December 19, 2018, the Kentfield campus suffered a broken 10-inch water line which is part of the campus geothermal heating and cooling system. This caused a lack of heat to a large portion of the campus until the line could be excavated and repaired. The line repair was completed and tested on December 26<sup>th</sup>. The hole was back filled and the asphalt was patched on January 3, 2019. The campus heating systems are back to 100% operation. If you are still experiencing heating issues in your area, please complete a work order through the SchoolDude work order system.

### SchoolDude Reminder

Please remember to use the SchoolDude app to log any maintenance requests, including problems with electronic door locks (SecureALL). New employee key requests must still be accompanied by the keyfob 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 SchoolDude, 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 SchoolDude 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 SchoolDude, please contact Maridel Barr, Administrative Assistant for Maintenance & Operations, via email at [mbarr@marin.edu](mailto:mbarr@marin.edu), or ext. 7451. Thank you!



College of Marin Police and Staff at 2018 Holiday Dinner

## Police

The Police Department had another great holiday dinner this year. It was held at HopMonk Tavern in Novato. Congratulations to Lieutenant John Adams who was awarded the 2018 Officer of the year during the dinner. And Police Officer Dustin Ruiz took home the award for best dressed!

### New Police Cadet



**Police Cadet Cesar Ortiz** is the newest member of the College of Marin Police department. His major is Administration of Justice and his future plans are to hopefully join the police academy and become a police officer in his hometown of Richmond.

Cesar was attracted to the College of Marin Police Department because of the cadet opportunity and he appreciates the chance to work here.

Outside of work, he likes to go out and explore the Bay area, enjoys trying new foods and meet new people. Cesar is outgoing and easy to talk to. Say hello to Cadet Ortiz the next time you see him on campus!

### Admin Services Lunch

We want to thank Asst. Superintendent/Vice President Greg Nelson for hosting lunch for the Administrative Services team during the holiday season. It was a nice time to mingle with fellow Admin Services staff and to meet new employees at the College. Kudos to Police Officer Anthony Spediacci for being the master griller that day!



## Student Parking Permits

With the new semester starting up, please help us remind students the ways in which they can purchase a parking permit.

### Online Purchase

Purchase your semester parking permits online. Avoid the lines and pay no additional fee.

Available to currently enrolled students only; credit/debit card is required:

Log in to [MyCOM Portal](#)

- Select the Students tab
- Click the Order Parking Permit link on right side of screen
- Fill out the form & follow directions
- Print temporary parking permit (paper)

You will receive your term parking permit decal in the mail.

Please note: Any discount for eligible Financial Aid students will be applied.

### In-person Purchase

Available starting the first day of the semester. Available to currently enrolled students only. Students must go to designated computers in the lobby of the Admissions Office at either campus.

- Log in to [MyCOM Portal](#)
- Select the *Students* tab
- Click the *Order Parking Permit* link on right side of screen
- Fill out the form and follow directions
- Mark "pay in person"
- Note the order # and go to the Cashiering Services Office with a valid photo I.D., pay and receive your parking permit.

For Parking Permit FAQs, visit <http://www1.marin.edu/parking-permits>

## COM Social Media

College of Marin is active on a variety of social media platforms. The official institutional accounts are listed below.



**Facebook** <https://www.facebook.com/collegeofmarin/>

**Twitter** <https://twitter.com/collegeofmarin>

**Instagram** [https://www.instagram.com/college\\_of\\_marin/](https://www.instagram.com/college_of_marin/)

**LinkedIn** <https://www.linkedin.com/edu/college-of-marin-20493>

**YouTube** <https://www.youtube.com/user/collegeofmarin>

Certain departments may need to adhere to additional policies specific to their operations, curriculum, and program. It is the responsibility of the department to know and follow any additional social media policies required by entities outside of College of Marin.

Visit <http://policies.marin.edu/social-media-guidelines> to learn about College of Marin Social Media Guidelines.



### Information Technology

## Information Technology

### COM Service Desk



On August 3, 2018, the IT Department went live with a new helpdesk system. The **COM ServiceDesk** is the replacement of *TrackIT* and is more convenient for our constituents, including guests. In addition to the user-friendly ticketing system, it offers a knowledgebase repository of technical resolutions, articles, FAQs, and more. Please explore the new **COM ServiceDesk** using the link below. <https://servicedesk.marin.edu/helpdesk/User/Login>

### Citrix Virtual Apps and Desktops



The IT department is about to launch an improved Citrix secure virtual platform. The solution will deliver applications and desktops to students and staff off-campus. The new system is optimized to deliver CPU/GPU intensive multimedia applications, thereby providing 24hours virtual access to our student labs. Stay tuned for further communication.

### Thank you for taking the email phishing simulation and training

**KnowBe4** Human error. Conquered. To mitigate cyber hacking risks, we have contracted with **KnowBe4**, an email phishing simulation and training vendor. COM security compliance requires that our users receive a basic security awareness training (short online interactive video). The approach is intended to help users effectively identify a variety of harmful phishing emails phone scams. Thank you for taking the training! We will continue to randomly deliver into your inbox simulated phishing emails. If you still having difficulties identifying them, please retake the training. You may find additional training materials browsing the *ModStore* from the top menu. Also, ignore or report phishing emails using the Outlook add-on icon. You are the last line of defense in keeping College of Marin safe.

# Facility Rentals

Happy New Year! Spring is a busy time on both campuses and a lot of wonderful events and community activities are happening every day. With increased activities occurring, planning ahead becomes especially important. As we begin a new semester, here are a few facilities use reminders:

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

As the semester begins, I want to say a special thank you to Vickie Lamke. As most of you know, she will be retiring at the end of the month. She has been a wonderful resource for me since I began at College of Marin and stepped up to assist with Facilitron since we rolled out the system almost two years ago. Thank you so much, Vickie. You will be greatly missed. I wish you all the best in retirement.

## Upcoming Events

### January

- Spring Intercollegiate Athletics begin. Come cheer on our baseball, women's beach volleyball, men and women's track and field and men and women's swim and dive team this semester.
- High School sports playoffs and spring sport use begins
- Continued community use in the classrooms and athletic facilities

### February

- 2/9 Marin Educators for Equity
- 2/15 Last home Men's Basketball conference game, 6:00pm
- 2/23 First home Beach Volleyball match
- Continued community use in the classrooms and athletic facilities

### March

- 3/9 Mariner Invitational Swim and Dive, IVC
- 3/16 MTAC Certificate of Merit, Performing Arts Building
- Continued community use in the classrooms and athletic facilities

## Contact Us

Give us a call for more information about our services:

**Administrative Services**  
(415) 884-3101

[gnelson@marin.edu](mailto:gnelson@marin.edu)

**Capital Projects**  
(415) 485-9518

[ifarias@marin.edu](mailto:ifarias@marin.edu)

**College Services**  
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[aricciuti@marin.edu](mailto:aricciuti@marin.edu)

**Facility Rentals**  
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**Maintenance and Operations**  
(415) 485-9449

[kchristiansen@marin.edu](mailto:kchristiansen@marin.edu)

**Police**  
(415) 485-9467

[jmarozick@marin.edu](mailto:jmarozick@marin.edu)



Lego Education Commercial Shoot at Kentfield Campus