

ADMINISTRATIVE SERVICES NEWS

Bi-Monthly Newsletter

June 2020



As our nation continues to navigate through the effects of COVID-19 pandemic, I am deeply saddened to see the latest tragedies impacting the most vulnerable members of our community. College of Marin stands in solidarity with our Black and African American community, and we are committed as an institution to fight and foster equity and equality among all of our students, faculty, and staff. As an educator, administrator, veteran, and a parent, I will continue to devote my efforts to ensuring that we build a college community that respects and treats all people equally regardless of their race, color, or gender. As challenging as these times can be, I believe that we have a unique opportunity to lend our voice to collectively support movements for racial justice, now more than ever.

Budget

Although it may take a while for the economy to recover from the pandemic, it is promising to see more local businesses resume their operations in

the last two weeks. As a College, we have had to adjust our budget assumptions in the next three fiscal years due to foreseeable state budget reductions and rising unemployment rates nationwide. We will be presenting the tentative budget for 2020-21 fiscal year at the June 16, 2020 Board meeting. The Chancellor's Office is expected to release a budget update after the meeting between the State Senate and State Assembly on June 15, 2020. We will share updates about the District's budget as new information from local and legislative agencies becomes available. Additionally, staff in Fiscal Services are working to close out 2019-20 fiscal year. Please read and follow through with year-end due dates which are listed on page four of this newsletter.

Measure B

Construction of essential capital projects have continued on both campuses since the stay at home order was in place. Our capital projects team and contractors continue to abide by all social distancing, health, and safety ordinances. As we prepare for the demolition of the Learning Resources

Center (LRC), a public hearing of the Environmental Impact Report (EIR) of the LRC project will be held during the June 16, 2020 Board meeting via Zoom. Read more on page three.

Summer and Fall 2020 Semesters

Enrollment to summer and fall 2020 courses has begun. Classes will be offered remotely except for a few courses deemed essential by Marin County Public Health Office. The latest order from the County required us to post a Site-Specific Protection Plan (SPP) on all of our approved entrances to buildings on campus. On June 1, 2020, we posted the [College SPP](#) and a guideline on how to stop the spread of germs. Please carefully review these documents and observe all protocols accordingly. Access on campus is still limited at this point. Faculty and staff must complete the [Employee on Campus](#) and [Symptom Tracker](#) forms prior to coming on campus.

Great Stuff Ahead

Please take the time to review all of the materials, articles, etc. in this edition of our newsletter, and reach out for any questions.



123 flags in honor of COM students and employees who have served in Armed Forces

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Measure B Milestones

- The Campus Bookstore is now up and running at their new location.

120 Kent Avenue
(Former Maintenance and Operations Building)
Kentfield, CA 94904
Note: Closest to Parking Lot 1



- Staff have moved into the new Maintenance and Operations Building near the Kentfield PE complex. Parking lot improvement is well underway.
- Learning Resources Center abatement has been completed. Town halls will resume once stay at home orders and social distancing restrictions are lifted.
- Interior work in Fusselman Hall was completed, which permitted library staff to move in last month.



Learning Resources Center demolition rendering, Kentfield Campus

Capital Projects

Measure B Bond Projects

There has been a lot of progress on Capital Projects this month. At the Kentfield Campus, construction of the new Maintenance and Operations building is complete. The team is busy finishing up the improvements to the parking lot. The library has moved into its new home in Fusselman Hall, and only exterior work remains. There is a silver lining to having less people on campus, and that is we have been able to work on projects that would have been very challenging to coordinate with faculty, staff, and students. One such project is the completion of the audiovisual upgrades to the Performing Arts building. We appreciate all of the faculty, students, and staff's patience and understanding as we finish out these necessary campus improvements.

Abatement in the Learning Resources Center is complete, and demolition will begin this month. Programming for the LRC building is on pause during this continued stay at home order. We feel that until we can hold more in person meetings to finalize the details, we would be missing out on valuable input. Once Marin County enters the phase where we can host larger groups, we intend to hold a town hall meeting to finalize our feedback on the programming stage from students, faculty, staff, and surrounding community. Once the programming effort is complete, we will move into designing the building. We will be asking for your participation and engagement during this phase as well. Thank you again for your participation. We cannot do it without you.

At the Indian Valley Campus, the Miwok Center continues to make progress and it is anticipated to be completed in spring of 2021. The Jonas Center is also under construction with an estimated completion date of August 2020.

The Marin County Public Health Office continues to release and amend guidelines relating to safe business practices. Our team continues to take measures above what is required to make sure they are adhering to proper social distancing requirements, public hygiene guidance, and increased health screening practices. The health and safety of everyone on campus and on our jobsites is our highest priority.

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 bond projects.



New Miwok Center construction, Indian Valley Campus

Next CBOC Meeting

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

Wednesday, September 16, 2020 at 4:30pm

Indian Valley Campus
1800 Ignacio Blvd.
Novato, CA 94949
Building 27, Room 116/118

There is currently a vacancy for Business Community representative.

Apply to join the Citizens' Bond Oversight Committee

Capital Projects

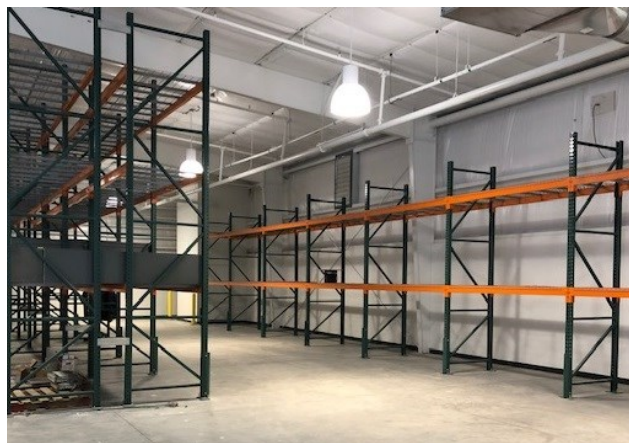
continued

Interior of Jonas Center construction, Indian Valley Campus



The Environmental Impact Report (EIR) for the LRC project is almost complete. A public hearing will be held on June 16th, 2020, at the **Board meeting via Zoom.**

District Warehouse, Kentfield Campus



- **Final EIR – June 5, 2020**
- **Draft EIR – June 5, 2020**
- **EIR Appendices – June 5, 2020**

Key Budget and Year-End Dates for 2020 Fiscal Year

June 18: All check requests for FY19/20 expenditures due to AP.

June 25: June timecards due to Payroll. **Include scheduled work hours thru 6/30/20.**

June 25: Ensure all hours worked during FY19/20 have been approved and submitted to Payroll for processing.

June 30: All purchases must be received and services rendered for FY19/20 budget.

July 9: All approved FY19/20 travel claims for reimbursement due to AP.

July 22: All invoices due for final AP check run for FY19/20 – all invoices must be paid to be included in FY19/20 budget. If not paid, they will be charged to your 2020/21 budget.

July 24: July timecards due to Payroll. Include corrections for 6/24-6/30 hours scheduled but not worked.

July 30: All FY19/20 expenditure transfer requests or allocation corrections due to Fiscal Services. Any requests received after 7/30/2020 will be posted to FY 2020/21.

Contact **Fiscal Services** staff if you have any questions or need more information.



Fiscal Services

2020-2021 Annual Health Benefits Open Enrollment

We are pleased to announce the 2020-2021 Annual Open Enrollment for all benefit eligible employees, beginning Friday, June 5, 2020 and closing on Tuesday, August 25, 2020.

The medical rates are going up between 3.7% to 4.4% as of October 1, 2020. In October 2019, the average medical rate increase was about 8%. The average annual medical rate increase with Self-Insured Schools of California has been around 4%. Any enrollment changes for you or your dependents will go into effect on October 1, 2020, with any employee premium contributions beginning on the September 2020 payroll. **Open Enrollment will close on Tuesday, August 25, 2020.** The District maximum medical contribution remains \$2,050.00/month.

If you are satisfied with your current coverage, there is no action required.

During this Open Enrollment Period, the following changes will be permitted, if eligible:

- Switch from one medical plan to another.
- Enroll a dependent not currently enrolled.
- Terminate a dependent.
- Enroll in a health/dental plan that you previously waived/terminated coverage.
- Enroll in a Medical or Dependent Care Flexible Spending Account.
- Enroll in voluntary coverages through Building Blocks for Business (see below).
- Designate any premium contribution as pre-tax, through the Cafeteria 125 Plan.

New in 2020

1. Building Blocks for Business is our new Agent-Assisted Virtual Enrollment Service provider. All Benefit Eligible College of Marin Employees will schedule an appointment with a Building Blocks Advisor during open enrollment.
2. New Voluntary Plans with Colonial Life and Flexible Spending Plans with Basic Pacific (note: anyone currently enrolled in an FSA, will continue with our current provider, TDS, until the runout period ends on December 31, 2020).
3. Health Savings Accounts/High Deductible Health Plans

Please visit our [Open Enrollment](#) webpage for forms and instructions and for further information.

Changes to Procurement Card Forms

College of Marin has gone live using Adobe Sign for processing of the procurement card monthly report effective June 1st. Procurement cardholders may notice that the Employee-Only Forms section of the MyCOM portal has been updated for the following forms, and will now be directed to Adobe Sign:

- Affidavit of Missing Receipt
- Procurement Card Monthly Purchase Report

To ensure smooth transition, four training sessions were held via Zoom to Administrative and Executive Assistants, Managers and Supervisors last month. Active cardholders were also provided the [Guide and Best Practices for Procurement Card Electronic Report](#). For training or technical assistance, cardholders must submit a ticket to IT via [COM Service Desk](#).



Fast Facts

- College of Marin has already contracted with Adobe Sign, so this solution is provided at no additional cost to the District.
- Signers do not need to have a special license or login to sign the report; only the initiator of the report needs to login.
- All cardholders should be able to submit their own monthly report if they have access to internet by logging into their MyCOM portal account using a smartphone or laptop device.
- Cardholders must abide by records retention guideline from Fiscal Services when managing receipts.
- Adobe Sign automatically converts JPG, Word, and other file types to a pdf, so no file converter is needed in order to submit receipts.

Reminder

- Due to the majority of staff and faculty working remotely during the stay at home order, procurement cards will remain active during summer session.
- Managers and Supervisors must notify accounts payable staff (cardholder last name A-J to Theo Sedie, and last name K-Z to Francisco Aviles) when a cardholder departs from the District.

Student and Athlete Accident Insurance Update



MARINERS

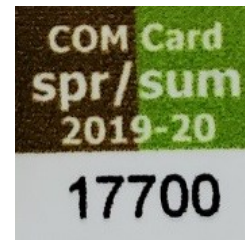
College of Marin's student and athlete accident insurance program has been managed by Keenan & Associates during fiscal year 2019-2020. Keenan will be exiting that insurance sector for Community Colleges; therefore, our student and athlete accident insurance will be transitioning to Cypress Risk Management in August. We expect that the carrier and third party administrator will remain the same as it was under Keenan, so there will be minimal impact to those that assist students with completing and submitting the claim forms. Updates on revised claim forms or processes will be communicated after the transition.

Marin County Transit Update

Although most classes will be held online this fall, students may still be required to come to campus for some class meetings and labs. COM students who have paid their Transportation Fee can continue to use their COM Card ID on Marin Transit Local buses on all routes.

Returning Students from Spring 2020 Semester

Students who already have a COM Card ID and spring transit sticker may continue to use that sticker through December 31, 2020. There is no need to get a new sticker or new COM Card ID.



Students with a COM Card ID but without a Spring 2020 Transit Sticker

Contact Cashiering Services at cashier@marin.edu to request a new sticker (available late summer 2020). A new sticker will be mailed.

Students without a COM Card ID

Contact Outreach@marin.edu. New cards are printed and mailed weekly.

Visit <http://www1.marin.edu/comcard> for more information about the COM Card ID request process.

Services During Campus Closure

Shipping and Distribution

Working remotely often makes it difficult to get people what they need safely and quickly. We are expanding mail services to include packaging and shipping. If you need help with distribution or getting important documents to students, COM employees or anyone else, please let us know. We can help prepare, stuff, package, and mail whatever you need to send.

Forms

We can assist with creating fillable online pdf forms to replace existing paper or printed forms. For forms requiring signatures, we will consult with IT department to determine the best options available.

Please email us or contact us through the [College Services Storefront](#) anytime. We are here to serve you!



Student packet for 93rd Annual COM Commencement and Transfer Recognition

College Services

As we are all sadly aware, the world has changed in so many ways over the last few weeks and we are all doing our best to deal with these drastic changes. Our department is here to help everyone during this tumultuous and difficult time, and we want to share with you some of the ways we have expanded our services to better support our College community. College Services offers all the same great services as always but are adapting to your needs as things change, and we all learn how to work differently.

Do you have certificates, course readers, workbooks, or class material or other items you need to get to students, faculty or staff? College Services can do it all - design your material, print your projects, professionally assemble and package up what you need to send and ship it to your mailing list.

Why Print?

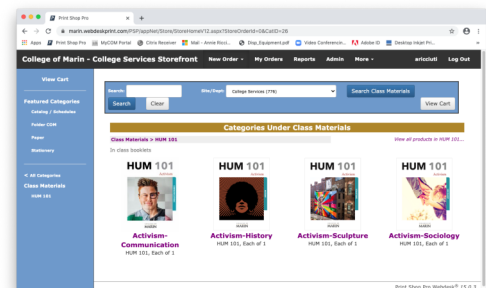
You may ask why we should print anything now when everything is online, and everyone is working remotely? There are still several great reasons to print your projects. Even if students receive their material online or by pdf, providing hard copies to them will 1) ensure equity among our students, 2) improve student learning, and 3) help reduce students' already-substantial screen time.

Packets for Students and Others

We've already worked with several departments to send students' certificates, class readers and other material, as well as packets with stoles and other regalia. Currently, we are assisting with sending congratulations packets to all the 2020 graduates.

Design Help with E-Learning and Online Promotional Material

We are available to offer assistance with formatting online instructional materials, course readers, certificates, online event flyers, or other needs to assist students, faculty, and staff. Even if printing is not required, we can still help design or format your online material so that it looks professional, fulfills all ADA requirements, and conforms to COM branding standards. We can also help create rich media to incorporate video or other media into online flyers or promotion.





VP Greg Nelson and HR Director Nekoda Harris at the 2019 CCC Registry Oakland Job Fair

Human Resources

Human Resources Contacts/ Support

COVID-19 Update

In-person Human Resources services are suspended until further notice. During this period, please email inquiries to hrcom@marin.edu, or to the appropriate HR representative below, and we will follow up as soon as possible. Please check the [College of Marin Coronavirus \(COVID-19\) Updates and Resources](#) webpage for the latest information related to COVID-19.

Nekoda “Nikki” Harris

Director of Human Resources & EEO/
Title IX Officer & ADA Coordinator
nharris@marin.edu

- Human Resources Administrator
- HR Operations & Employee Services
- Classification & Compensation

Shawna Callahan

Human Resources Technician I
sjcallahan@marin.edu

- General HR inquiries/Reception
- On-boarding: Short-term employees and Volunteers
- Data Requests
- Retirement Program Information

Faculty Support Team

Devon Kinka Ruiz

Manager of Human Resources-
Academic Personnel
dkinkaruiz@marin.edu

- Questions regarding UPM contract
- Questions regarding ETUM Status
- Questions regarding Step/Column placement and salary information
- On-boarding—Full-time Faculty
- Disabilities and Medical Related Accommodation Requests
- Leaves of Absence—Full-time Faculty

Kirsten Gisle

Employment Services Coordinator
kgisle@marin.edu

- Faculty and Educational Administrator Recruitments

Candice Hansen

Human Resources Technician II
clhansen@marin.edu

- On-boarding—Part-time Faculty (Credit, Noncredit, Community Education)
- Faculty Leave Tracking
- Data Requests
- Keenan Training

Leaving Reporting— a few FAQs

How do I verify my leave accrual balances?

Your leave balances can be found on your paystub, and you may also access your leave balances through the Employee tab on the MyCOM portal. If you need additional assistance, please review the [Banner Leave Reporting FAQs](#) located on the MyCOM portal, or contact the Human Resources Technician II, Classified Support Team Member. To locate the appropriate HR representative, please go to <http://hr.marin.edu/contact-support>.

How is sick leave accrued?

Sick leave is advanced on July 1st of every fiscal year, and will be applied to your balance in the month of July. You should see your advanced sick leave hours on the books around July 31, 2020.

What is personal necessity leave?

Personal Necessity is a sub-category of sick leave. The use of personal necessity leave is defined in the [collective bargaining agreements](#). Personal Necessity must be approved by your manager and reported on your monthly leave report.

I am a manager, and I need to find out all the leave balances for the employees in my department. How can I get this information?

Budget Managers have the ability to run an Argos Report that shows all the leave balances for the employees in their department. Instructions for this report can be found in the FAQs under the Instructions and Forms link in the Employee tab:

- Step 1:** Go to Argos
- Step 2:** “A-Production”
- Step 3:** Managers
- Step 4:** Leave Management
- Step 5:** QUEUE_BALANCES_FOR_MANAGERS
- Step 6:** QUEUE_BALANCES_FOR_MANAGERS Report

Submit a ticket to IT if you cannot access this report.

District Holiday Schedule

2020-2021

**Independence Day
(Observance)**
Friday, July 3, 2020

Labor Day
Monday, September 7, 2020

**Veterans Day
(Observance)**
Wednesday, November 11,
2020

Thanksgiving
Thursday, November 26,
2020

Day After Thanksgiving
Friday, November 27, 2020

Winter Holiday
Thursday, December 24,
2020 through Friday,
January 1, 2021

**Dr. Martin Luther King, Jr.
Day**
Monday, January 18, 2021

Lincoln Day (President)
Friday, February 12, 2021

**Washington Day
(President)**
Monday, February 15, 2021

Memorial Day
Monday, May 31, 2021



College of Marin Annual Retiree Luncheon

Human Resources

continued

Classified Support Team

Connie Lehua

Manager of Employee and Labor
Relations
clehua@marin.edu

- Questions regarding CSEA and SEIU Contract
- Questions regarding step and salary information
- On-boarding: Classified and Educational Administrators
- Disabilities and Medical Related Accommodation Requests
- Leaves of Absence—Administrators and Classified Personnel

Julie Breakstone

Employment Services Coordinator
jbreakstone@marin.edu

- Non-academic positions and Classified Administrator Recruitments

Leslie Lee

Human Resources Technician II
lee@marin.edu

- On-boarding – Classified, Supervisors and Confidential employees
- Classified Leave Tracking
- Data Requests
- Departmental Budget

Unemployment Insurance

In the event an employee experiences a disruption in employment, they may be eligible for unemployment benefits, including the additional \$600 per week provided under the new CARES Act. For more information, please go to <https://edd.ca.gov/> to learn about the programs offered by the Employment Development Department (EDD) for unemployed Californians.

Verifications of Employment (VoEs)

To request a verification of employment for income or employment confirmation, please direct inquiries to the **Payroll Department**. It is recommended that the request be emailed or faxed; verifications are not provided via telephone.

Payroll Department
(415) 883-3261 (fax)
lterry@marin.edu

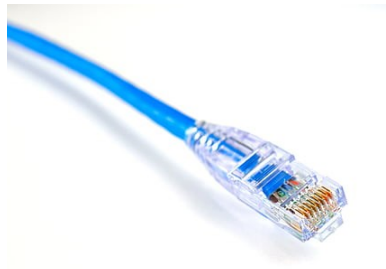




Information Technology

Data Network Wiring Upgrade Project

The IT department is starting a large replacement and expansion project of the College's aging fiber optics infrastructure as well as its copper Ethernet network (CAT6). The newer infrastructure will support the deployment of a required security video surveillance system. Much of the new fiber optics will replace the older OM1 type fiber that are no longer capable of handling newly deployed services. The wiring and installation of the security cameras will be at both Kentfield and Indian Valley campuses. This half-million-dollar project is the largest we have undertaken thus far and will last several months.



Business Process Digitization



Adobe Sign

On June 1, 2020, we implemented the electronic reporting of the District's monthly procurement card (p-card) forms through Adobe Sign application. This initial step towards digitizing our business forms has been a great collaboration with administrative and

fiscal services departments. We will continue to assess needs, collaborate with other departments, and provide necessary training as we implement new phases of our digitization project.

IT Support During Remote Work and Learning



Our team is ready to support everyone especially during distance learning and remote work. COM ServiceDesk is the College's IT helpdesk system. It supports tickets for Information Technology, Enrollment Services, Student Accessibility Services and Institutional Data Team. All MyCOM users, including students, may search the integrated knowledge base for answers and/or submit tickets. Please explore the COM ServiceDesk from the MyCOM portal or visit

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

Cyber Security

The College of Marin's IT department takes cybersecurity threats very seriously, and we need your support and contribution to keep College data safe.

Multi-Factor Authentication (MFA)



MFA, also referred to as two-factor authentication (2FA), is a method of system access control in which a user is only granted authorization after successfully providing a second authentication method beyond the basic username/password. A user is required to enter a password and also authenticate using as second factor, typically a cell phone (to receive a verification code).

The concept is based on:

- Something you know—your MyCOM username and password
- Something you have—your mobile phone (also alternate email address to accommodate users without phone)

Benefits

- Prevents unauthorized access to your information
- Protects College data even if MyCOM username/password have been compromised
- Helps identify compromised credentials before they are misused
- Provides options for your second authentication factor (phone or email)

For help, please contact IT by submitting a ticket using [COM Service Desk](#).

COVID-19 UPDATES

The County of Marin health order requires us to post a Site-Specific Protection Plan (SPP) on all of our approved entrances to buildings on campus. We are also required to post training items regarding how to stop the spread of germs. Both of these have been posted on many building entrances as of June 1, 2020. You can also read the [College of Marin Site-Specific Protection Plan](#) on our [COVID-19 Updates and Resources](#) webpage. Please familiarize yourself with both of these documents as you are required to read these prior to coming onto campus.

In addition, we have added a [Symptom Tracker](#) form next to the [Employee on Campus](#) form on our website. All employees and students who intend to enter a building on campus are required to fill out these forms each day prior to entering a building. The symptom tracker will protect our employees by helping to prevent germs from coming onto campus in the first place. We tried to make this easy by placing both forms together on the website; unfortunately, we were not able to combine them into one form.

Lastly, if you do not have a face covering, come to the Kentfield police department and a reusable one will be provided to you for use while on campus.



Police

As the Chief of the College of Marin Police Department, I want to clearly express the opinion of my department regarding the tragic death of George Floyd.

We as police officers are trained to save lives, and what I saw on that video was the complete opposite. It is unacceptable, deeply disturbing, and difficult to watch.

The behavior we all saw does not represent those officers who take our jobs seriously as guardians of our neighborhoods, who look to build relationships and break down social and racial barriers. This tragedy will not deter us from our efforts to reach out to our marginalized community members; in fact, we will double our efforts to force change. The community can only be truly safe when we work together for a common goal, building trust in one another. We stand in solidarity against racism, conscious, and unconscious bias. We also stand in solidarity against criminal acts which deter from the protests of social injustice.

In the words of Desmond Tutu, "If you are neutral in situations of injustice, you have chosen the side of the oppressor."

The COM Police Department will continue to provide a safe and secure environment on our campuses for students, staff, and faculty. As a county, our police chiefs felt the need to let you all know our collective position, and will release this statement shortly:

STATEMENT FOR MARIN COUNTY CHIEF'S ASSOCIATION

On behalf of all the leaders of law enforcement in the County of Marin, we want to express our sadness and utter dismay concerning the actions that took the life of George Floyd. Much of the career of a law enforcement officer is dedicated to training and what we witnessed was the opposite of what we're taught. There is, based on the video, no reasonable explanation.

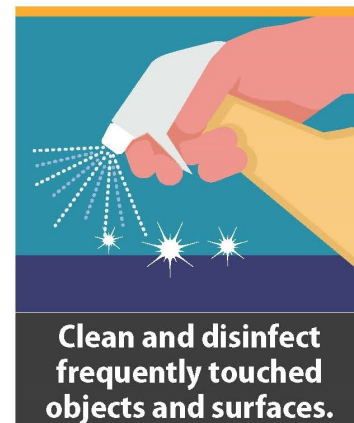
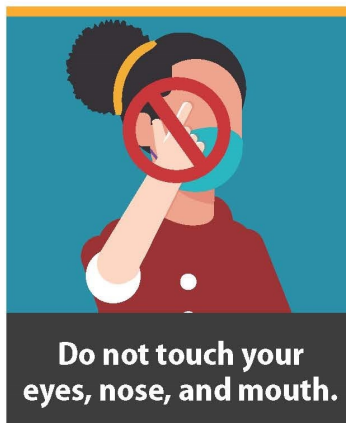
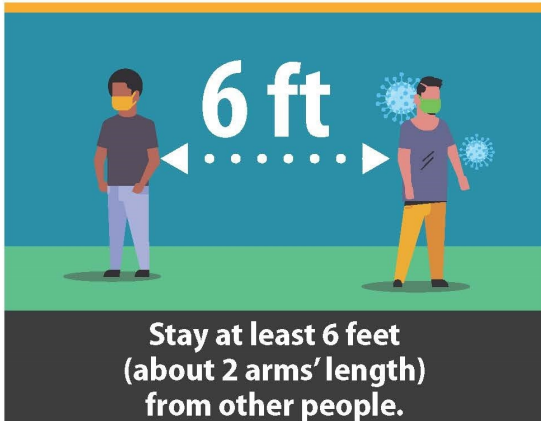
The expressions of grief have spread far beyond Minneapolis and we share in those feelings. People are rightly justified in their desire to protest and express their worries, fears, and anger. But, we have also seen opportunists looking to turn meaningful free expression into an atmosphere of chaos.

We must embrace those who want their voices heard. And, we must stand against acts of violence and destruction that put innocent lives at risk

Sincerely,
Jeff Marozick
Chief of Police
Marin Community College Police Department

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.
Avoid entering or using the facility if you have COVID-19 symptoms.
Do not shake hands or engage in any unnecessary physical contact.





Main Entrance of the new Maintenance and Operations Building at Kentfield Campus

Maintenance and Operations

Director of Facilities Planning, Maintenance, and Operations Klaus Christiansen participated in a Wildfire Safety Workgroup with Pacific Gas and Electric (PG&E) and stakeholders throughout Marin County including Woody Baker-Cohen. Woody Baker-Cohen is the Emergency Services Coordinator at the Marin County Sheriff's Office.

During the workgroup, PG&E representatives discussed the ongoing efforts of their wildfire safety program throughout the County to help prevent wildfires and reduce the impacts of Public Safety Power Shutdowns (PSPS). The three primary goals identified by PG&E during the workgroup are: 1) to have the PSPS be smaller in size; 2) shorter in length; and 3) to provide more accurate and timely information about the events to their customers.

PG&E maintains 1,024 miles of overhead distribution lines (low voltage), 155 miles of overhead transmission lines (high voltage) and 13 substations in the County of Marin. Over the past year, to aid in predicting the possibility of a PSPS, PG&E has added 21 weather stations and 10 high definition cameras in high-risk locations to help them accurately predict the need for a PSPS and monitor key high-risk areas for potential issues. PG&E meteorologists use this equipment and have analyzed 30 years of weather data and 26 years of wildfire data to help determine the average likelihood and frequency of a PSPS event.

In an effort to reduce the number of people affected by any potential PSPS event, they have added sectionalizing equipment to allow them to turn off smaller sections of the grid at a time. Some of you may have experienced outages this winter and spring that were not weather or accident related. If you were one of the unfortunate customers to have been affected by these day long outages, it was most likely PG&E workers installing these sectionalizing devices. These devices will also allow for faster return of service to customers in the event of a PSPS because PG&E will have smaller sections of equipment to inspect once the PSPS event has been cancelled. To increase communication, PG&E has begun regular meetings with local agencies, such as the County Office of Emergency Services to ensure that all local agencies are informed of potential PSPS events so that they will have time to prepare. In order to further assist their customers during the PSPS events, PG&E has identified facilities to act as Community Resource Centers during an outage. These ADA compliant CRCs have Heating and Cooling, power strips to charge devices, bottled water, non-perishable snack food, Wi-Fi, blankets, restrooms security and seating available for affected customers. For more information of PG&E's Community Wildfire Safety Program visit pge.com/wildfire_safety.

30-Year Weather Analysis

PG&E analyzed 30 years of high-resolution data covering ~80 billion data points, as well as 26 years of wildfire data in our service area to help determine the average likelihood and frequency of a PSPS event.

The following weather model data points were analyzed:

- Wind Speed
- Wind Gust
- Temperature
- Relative Humidity
- Precipitation
- Dead Fuel Moisture (4 Types)
- Live Fuel Moisture
- Fosberg Fire Weather Index
- National Fire Danger Rating System Outputs (4 Main Outputs)

During an event, the meteorology model is updated and run 4x daily.

PG&E collaborates with the following agencies:

- ⇒ US Forest Service
- ⇒ National Weather Service
- ⇒ Northern and Southern California Geographic Area Coordination Center
- ⇒ CAL FIRE
- ⇒ External fire agencies
- ⇒ San Jose State University Fire Weather Research Lab

To read the full PG&E presentation during the Community Wildfire Safety Program in Marin County on June 3, 2020, click [here](#).



Facility Rentals

Congratulations Class of 2020 and to our students, faculty, and staff on completing a historical spring semester!

As we head into summer and look ahead during this time of COVID-19, there are still many unknowns and preparations to be made before we can re-open our facilities. Even though public health officials are easing some restrictions, social distancing requirements will remain. With the College's newly formed COVID-19 Work Group actively preparing a site-specific protection plan, we will be able to implement a safe reopening not only for our students, faculty, and staff but also the community. As we make these preparations, the College has extended the suspension of facility rentals through August 2020.



During the stay at home order, we were able to support other essential services and be the host site for the Kentfield Fire District and Marin Arts and Garden Center blood drive in conjunction with Vitalant on May 19-20, 2020. Currently, there is a critical need for all blood types, especially type O, A-negative and B-negative. They were able to provide 208 blood products from 152 donors during this two-day event. This is truly a wonderful gift! Social distancing and other safety orders were observed during the event. The photo on

left (courtesy of Vitalant) is a family who participated in the blood drive, so that is why they are so close together.

At Indian Valley Campus, there will be re-lamp maintenance on the lights at the athletic fields on June 15, 2020 through June 19, 2020. Most work will be completed between 7 a.m. to 4 p.m. each day, except on June 18th, when there will be evening work from sunset to 10 p.m. to check those lights. The maintenance is being performed through our partners from the City of Novato.

We continue to communicate with our community partners and renters on the status of the College class schedules and facility re-opening. We will continue having discussions, internally and externally, on what our "new normal" may look like over the next fiscal year. As we navigate through this pandemic, we will monitor and follow health and safety ordinances from local, state, and federal agencies.

We are looking forward to bringing the community back on campus and holding events to support students and the college community. We wish you a safe and wonderful summer!

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