

ADMINISTRATIVE SERVICES

NEWS

Bi-Monthly Newsletter

March 2019

Budget Update



Last month, I hosted a series of budget forums to bring everyone up to date with the District's financial status and strategic goals to meeting our financial obligations in the next three years. Thank you to everyone who participated in the budget forums. We will continue working with PRAC this semester as we incorporate the feedback we received and review presentations by budget managers at the College. PRAC will be making its final Fiscal Year 2019-2020 recommendations in May. Please feel free to reach out if you have any questions.

Jonas Center Groundbreaking

The groundbreaking ceremony for the much-awaited Bill and Adele Jonas Center was successfully held on Friday, March 8, 2019. As a College, we are very pleased to be partnering with the Rotary Club of Novato in providing a center that will serve many more members of our community. Construction is scheduled to begin this month. I also want to acknowledge and thank COM staff for organizing the groundbreaking ceremony.

Coming Soon—COM Well (Wellness Program)

At College of Marin, employees are our biggest asset. To support the faculty and staff on their journey to optimal health, COM is launching a comprehensive, best-in-class employee wellness program in 2019. The mission of the wellness program is to provide faculty and staff with fun and engaging wellness activities that promote healthy behaviors, create awareness and help to cultivate a culture of wellness at the workplace. Be on the lookout for information regarding the New Employee Wellness Program and how you can become involved!

Great Stuff Ahead

Please read through the newsletter to learn more about the progress of current Measure B Bond Capital Projects, take advantage of a new long-term care insurance plan and other great employee benefits, save the date on upcoming campus events and holidays, and get tips on how to plan your event successfully! I wish you a happy Spring, and I hope you find the information in this newsletter to be useful in your daily operations.



Bill and Adele Jonas Center Groundbreaking Ceremony, Indian Valley Campus

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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

Members of the Marin Community College District Citizens' Bond Oversight Committee are appointed by the Board of Trustees.

Margaret DeSomma,
Committee Vice Chair
Representing the Community-At-Large

Jeff Gunderson
Representing the Community-At-Large

Janelle LaChaux
Representing a Student Organization

Nancy McCarthy
Representing the Business Community

Ross Millerick, Committee Chair
Representing a Support Organization

Paul Premo
Representing a Taxpayer Association

Eric D. Sitzenstatter, Jr.
Representing a Senior Organization

Learn more

- [CBOC Meeting Schedule, Agenda and Minutes](#)
- [CBOC Bylaws](#)



Maintenance & Operations Building Rendering



Athletic Fields Phase II, Kentfield Campus

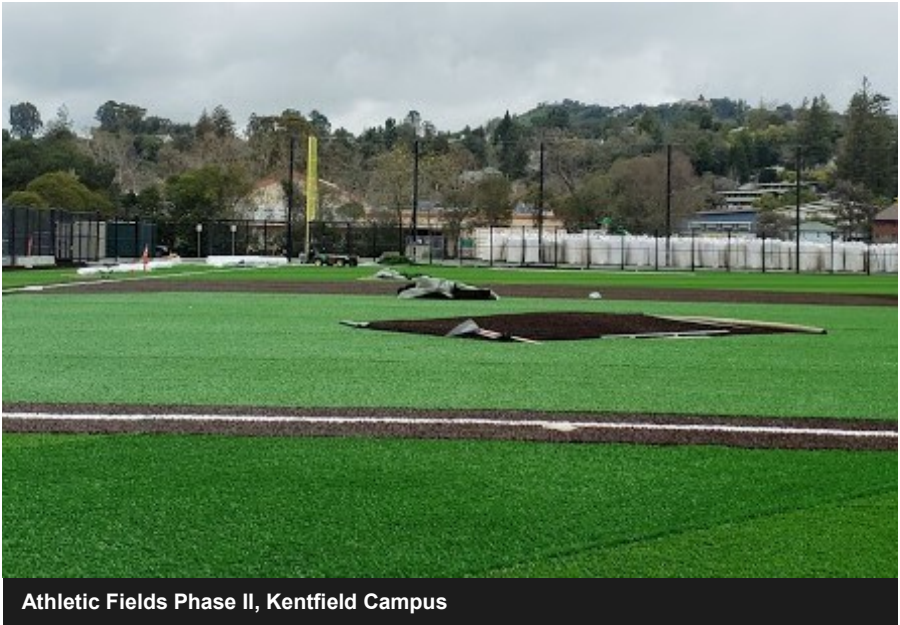
Capital Projects

Measure B Bond Projects

The Indian Valley Campus and the Kentfield Campus will continue going through major changes for the foreseeable future. The rain has caused some project delays at both campuses. This year will continue to be a busy year for construction projects at both campuses.

At the Kentfield Campus, work continues on Phase II of the Athletic Fields with anticipated completion in early April. This project completion has been delayed due to the ongoing rains. The Phase II work includes completion of a new synthetic turf baseball field along with other related structures. The Maintenance & Operations Building project is currently in the bidding stage and we anticipate construction starting this Spring. The Fusselman Hall project is in the design stage and we anticipate starting construction this Fall. The LRC project is currently in the solicitation stage and we expect to receive the RFP/RFQs the first week of April. We are also working on a separate project related to the LRC project, which involves staging of 12 portable buildings at the Kentfield campus. The buildings will be used for interim offices and classrooms for groups relocated from the LRC. The first moves are planned for this Summer. There is more information to come on this project.

At the Indian Valley Campus, we are continuing to work on the interior improvements at the Pomo Cluster. This project is expected to be completed by this Summer. The Miwok Center construction started in December of last year, but due to the rains, the site work has experienced some delays. The Bill and Adele Jonas Center has received DSA approval and is scheduled to start construction this month. The groundbreaking ceremony for the Jonas Center was on March 8th. Other smaller projects that are ongoing at IVC are the roofing project of the Admin Cluster buildings and exterior painting of Building 27.



Athletic Fields Phase II, Kentfield Campus

Upcoming Milestones

March 2019

Beginning of construction for Bill and Adele Jonas Center as well as completion of IVC Admin Clusters roof replacement project.

April 2019

Completion of the exterior painting of Building 27 in IVC and phase II of the Athletic Fields improvement project.

Spring 2019

Begin construction of the new Maintenance & Operations building.

Capital Projects

continued

Thank you for all your patience as we work to improve our campuses. Feel free to contact Isidro Farias, Director of Capital Projects, at ifarias@marin.edu should you have any questions or need more information about the Measure B projects.

Pomo Cluster Interior, Indian Valley Campus



Summer 2019

Completion of Pomo Cluster improvements.



Signatory Authority: Do You Have It?

Answer is probably not.

The District has a pre-defined set of guidelines in regards to signature authority within the District, most of which is reserved for members of the executive team, fiscal services and a few select others due to the nature of their work. Signing something for the District that you do not have authority to sign can bind you to that contract, goods or services personally. So check to make sure you can sign for that before you proceed. Check the signature authority board resolution at the following <http://www.marin.edu/collegeops/>.

Purchasing guidelines are also adopted by the Board of Trustees as not only guidelines but also parameters in which we work every day for purchasing goods and services. You can find both of these items at the following link <http://fiscal.marin.edu/purchasingaccounts-payable>.



Fiscal Services, College of Marin

Fiscal Services

Payroll Withholding Allowance Certificates

This notice is to remind employees who wish to change their federal (Internal Revenue Service) or California personal income tax withholding for payroll. Employees may obtain information and blank withholding allowance certificates in the Forms section on Fiscal Services-Payroll website at <http://www.marin.edu/fiscal/payroll.html>

If you claimed 'exempt' withholding status for the prior calendar year then that exemption expires each February, which is indicated on both the federal and California withholding allowance certificates. According to regulations, exempt status must be renewed annually or employers are required to withhold income taxes based on the higher single rate with zero exemptions. If you wish to renew your exempt status for the 2019 calendar year for employment with College of Marin, then please complete and return the payroll withholding allowance certificates to the College of Marin Payroll Department.

If you are not claiming 'exempt' and are satisfied with your current withholding status then no action is required.

Procurement Card (P-Card) Reminder



Having a P-card is a privilege. It is important to follow the rules outlined in the [MCCD Procurement Card Procedures Handbook](#), and just as important to turn in your P-card paperwork in a timely manner without being reminded. If you are unable to comply with the P-card rules, your P-card may be suspended or discontinued. You can download the necessary forms to submit your procurement card monthly purchase report at Fiscal Services website: <http://fiscal.marin.edu/forms>.

When a Work-Related Injury Occurs

As an employee of COM, if you sustain **any** work-related injury or illness, no matter how minor (bump on the head, cut, trip and fall, strain, etc.) you must report it **immediately** to your Manager/Supervisor. If your Manager/Supervisor is unavailable, it is your responsibility to report the injury to the Fiscal Services Benefits Office (Ron Owen). Additionally, you must also contact the **Company Nurse Injury Hotline** at **(877) 518-6702**. Company Nurse provides District employees with 24/7 telephone access to Registered Nurses and Medical Professionals. Company Nurse may refer you to Kaiser Occupational in San Rafael or another Occupational Medical Facility to be evaluated. For any questions, please contact Ron Owen at extension 8159 or rowen@marin.edu.

Employee Benefits

NEW Long-Term Care Insurance [LTCi] Program

College of Marin is excited to re-introduce a **Long-Term Care insurance [LTCi] program** as an employee benefit, underwritten by Transamerica Life Insurance Company. Since the cost of Long-Term Care is generally not covered under a health or disability insurance contract, or under Medicare, College of Marin has decided to make this insurance benefit available to you on a voluntary, participant-paid basis, for a limited time only.

What is Long-Term Care?

Long-term care is the type of care needed as the result of:

- An inability to perform activities of daily living, including eating, dressing, bathing, toileting, transferring, and continence for a period of at least 90 days; **or**
- A severe cognitive impairment that requires substantial supervision, such as Alzheimer's or dementia

What is Long-Term Care Insurance?

Long-Term Care insurance [LTCi] pays for the expenses associated with needing care for an extended period of time, either at home or in a long-term care facility. Long-Term Care insurance policies have four primary policy components:

- **Maximum Daily Benefit** - The maximum amount of reimbursement available per day for care expenses.
- **Policy Maximum** - The total amount available over the lifetime of the policy to cover eligible expenses.
- **Inflation Protection** - The option to automatically increase benefits over the lifetime of the policy.
- **Elimination Period** - The number of care days paid out-of-pocket before reimbursement begins.

As a College of Marin employee, you also may be eligible for the following benefits:

- You can purchase coverage at a **5% discount** compared to if you were to buy this on your own.
- **Unisex Pricing** is available. Most individual LTCi offerings employ gender-based pricing, where rates for females are more expensive than for males.
- **Actively at work employees ages 18 – 65, working 30+ hours a week need only answer 10 Simplified Issue Health Questions.**
- **Your spouse/domestic partner, family members & extended family** are also eligible to participate in the program. They will also benefit from a 5% discount. **Additional Couples Discounts of up to 30% are also available.**

This voluntary benefit will be offered during the Long-Term Care insurance open enrollment period, which commences on **April 14, 2019**. During this limited enrollment period, you will have the opportunity to meet with a Long-Term Care Insurance Specialist to design a plan that fits your budget. Find out more about this benefit and direct any questions to: Karen Perry, Phone: (510) 828-3133, ltcinfo@armltc.com, www.marblestoneinsurance.com

2019 SISC Health Smarts Biometric Screening Event

Indian Valley Campus
Building 9, Room 121
(IVC Health Center)

Tuesday, April 2 – 9:30 AM – 1:30 PM

Kentfield Campus
Student Health Services Building
Wednesday, April 3 – 9:30 AM – 1:30 PM
Wednesday, April 10 – 9:30 AM – 1:30 PM
Wednesday, April 24 – 9:30 AM – 1:30 PM



2019 SISC Health Screening

Continued

Know Your Numbers! In just 10 minutes, learn if you have any health risks...and how you can minimize them. You can take control of your health. It takes knowledge. It takes commitment. It takes action. Plus, you'll live longer and enjoy a much better quality of life. Your health is in your hands and Health Smarts can help!

Learn - Understand - Take action

Screenings Include:

Finger sticks for total cholesterol, HDL cholesterol and glucose. Blood pressure, body mass index and other key factors. Learn what you need to do to improve your numbers and stay healthy.

Earn a \$25 Amazon Gift Code

There are new requirements to receive an Amazon Gift Code this year. You must be a member and have an online appointment. You may register on the day of screening and still be eligible for an Amazon Gift Code.

Make an appointment now using the Online Appointment Scheduler <http://www.sishealth.com/>

Note: the online appointment scheduler and registration is open 24-7 for your convenience (including the day of event). If you make your appointment after 6PM the day before the event, bring your identification and insurance card to the event.

To Participate You Must Be:

- A district employee, **or**
- An eligible dependent (at least 18 years of age), enrolled in SISC medical benefits, **or**
- A district retiree enrolled in SISC medical benefits.

NOT Eligible to Participate:

- Students
- General Public
- Non-employee of the district
- Anyone under 18 years old
- Retirees not enrolled with SISC

2019-2020 Annual Open Enrollment

Look for upcoming emails in early May to announce the start of the Health Benefit Open Enrollment. Any enrollment changes for you or your dependents will go into effect on October 1, 2019, with any employee premium contribution changes beginning on the September 2019 payroll. The district caps remain unchanged.

During 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 dependent coverage.
- 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 The Hartford or TDS/Guardian.
- Designate any premium contribution as pre-tax, through the Cafeteria 125 Plan.



Employee Benefits

Continued

Universal Availability Notice (Supplemental Retirement Plans)

Did you know when you retire, your pension will not be 100% of the income you're making now? These supplemental retirement plans can help you reduce or eliminate your retirement income gap.

[Request for Information](#)

Unlike our other employee benefits, the supplemental retirement plans are open for enrollment all year long. In fact, you can start, stop or change your elective deferrals at any time throughout the year. Our third-party plan administrator, Tax Deferred Solutions assists us in offering our employees an effective opportunity to participate by providing you with free educational resources and information regarding our district's benefits.

Frequently Asked Questions

- I'm not sure how my plan works; can you explain it to me?
- What's the difference between 403(b), 457(b), Roth and 7702?
- What are the 2019 contribution limits? Do I qualify for a catch-up contribution?
- What investment providers are authorized under my plan?

- How can I save for retirement without changing my take home pay?
- What are the benefits of the new CalHFA School Teacher Assistance Program?
- The best part of this opportunity to obtain information is that any questions you have can be handled over the phone when it's convenient for you! Click the link below to request the information listed above or any other questions you have regarding the supplemental retirement benefits offered to you by the district.

[Request for Information](#)

[Employee Discounts](#)

The Employee Discount website now has information on discounts at the California Academy of Sciences and Wireless Plan Discounts for Government Employees.

[Retirement](#)

Planning for your retirement can be complicated and confusing. A Retirement website is available with resources on Medicare, Social Security, CalSTRS, CalPERS, Supplemental Retirement Plans and more.

[Wellness](#)

Check out the wellness website with information on the COM Fitness Center, Health Club Memberships, Solera Diabetes Prevention Program and more.



COM event poster designed by Dave Mahoney, Graphics Design Specialist

Anatomy of a Successful Event

Continued



Submit a Design Request

As soon as possible, please submit a design request through our storefront at <https://marin.webdeskprint.com> so that we can assign a designer to your project.

Preparing content

Gather all the information that is relevant to your event, including anything regarding specifics about the who, what, where, when, why and how of the event. You may suggest photos or artwork for use and other relevant material. We will ask for a point person to coordinate the information to the designer once we begin the design phase so that we are receiving a stream of information in the most efficient manner.

Design phase

The graphic designer assigned to your project will work with you closely during this phase. The designer may review various artwork ideas and concepts during this phase, offering choices and ideas based on your original concepts. If necessary, photography sessions will be arranged during this time.

Print production begins

It may take three to five days, depending on the scope of your project.

Distribution

It is important that we are aware of the type of distribution required at the beginning of the process so we can factor it into the schedule. Mailings may require special advance arrangements.

There is much more to discuss so we look forward to meeting with you to help support your events!

College Services

Spring is upon us and there are many exciting events happening at the College in the coming months. College Services is here to support your next event with beautiful print and marketing collateral - posters, postcards, handouts, programs, tickets or whatever will best help get the word out. The College Graphic Design team and Reprographics staff bring their professional skill and experience to every project they undertake and they are available to work with you from concept to completion!

Anatomy of a Successful Event

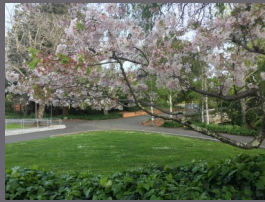
Planning

As with most things, planning ahead is key. Many times, things come together last minute but whenever possible, advanced planning especially for events will guarantee a success. College Services is available to meet with you as early as possible, and we partner with the President's office and Administrative Services (Facilities, Police, Custodial, M&O) as there is a host of logistical requirements needed to put on an event at the College. Ideally, meeting several months in advance of the event date is optimal, as this gives everyone time to make the necessary preparations, planning, and insures we have time to schedule the creation of your print and marketing pieces.

When thinking about your event, consider these items:

- What is your budget for this project?
- What are the specific details regarding the program or activity, including dates, times, locations, costs, panelists/faculty, participants, etc.?
- Who is your target audience? Who are you trying to reach?
- What is the core purpose of your project? Inform? Fundraising? Attendance?
- Has this project been coordinated with and approved by your department head, dean, manager or chair to ensure consistency within the department and best use of resources to promote particular areas?
- Are there other offices or individuals whom you may want to have contribute or who should be included in the project and its planning?

Welcome Spring and Still Survive Your Allergies



There are ways to ease allergy misery and keep asthma symptoms in check according to the American College of Allergy, Asthma and Immunology (ACAAI).

- Do some spring cleaning. Dust and cobwebs can accumulate over the winter. Mold can also build up in bathrooms and the basement, particularly in spring when humidity rises.
- Consider asthma. Many people with seasonal allergies also have asthma, making springtime doubly difficult.
- The best way to do that is with a HEPA room air cleaner rated with a Clean Air Delivery Rate (CADR). If you have central air, change your air filters every three months and use filters with a MERV rating of 11 or 12.
- Keep windows closed. In spring it's tempting to open the windows and let in some fresh air, but this allows pollen to blow inside your home and settle in your rugs and furniture.
- Consult an expert. Don't rely solely on the Internet for expert medical advice. An allergist is a specially trained doctor who can help you identify the cause of your symptoms and determine the best treatment.

More information: The U.S. Centers for Disease Control and Prevention offers more on allergies. <https://www.cdc.gov/healthcommunication/toolstemplates/entertainmented/tips/allergies.html>

-- Mary Elizabeth Dallas

SOURCE: American College of Allergy, Asthma and Immunology, news release, Feb. 23, 2017 Copyright © 2017 HealthDay. All rights reserved.

College Services

continued

Spring Happenings

We are very excited about the coming months in College Services for several reasons. First, we will be replacing some of our equipment that has come to term and have more advanced capabilities and features to offer while saving costs with improving technology and streamlining workflow. We are upgrading our mailing equipment in March. In case you are not aware, we offer customized mailing services that include folding, stuffing and insertion into envelopes that can also be customized and then mailed. The copiers will be replaced in early spring and will allow us to offer a great scope of work and options, quickly and efficiently with the high level of quality you have come to expect. More to come once we have the new arrivals!

The other piece of exciting news that many of you know already is the coming relocation of College Services to 941 Sir Francis Drake. You may have seen the amazing transformation already underway of the building just around the corner



The entire College Services team, including the graphic designers, lead designer, Reprographics, and director will all have 941 SFD as our new home. We will still offer the same great services and be available as always, just in a new and beautiful location only a few steps away! We look forward to welcoming everyone once we settle in, most likely mid-summer.

The mailroom will remain on the main campus in Kentfield and we will arrange for copy jobs to be delivered there daily if requested. Otherwise, we are always happy to have visitors and we know the new space will be something remarkable and fantastic to see. Though we will miss the famous orange carpet that has been our constant companion for all these years, we are all excited about our new home. We will keep you posted once our move in dates are confirmed and insure that services are available and any interruption will have minimal impact. Happy Spring!



Greg Nelson and Nikki Harris at the 2019 CCC Registry Oakland Job Fair

Important Dates for Spring 2019 Semester



Human Resources

Below is the holiday schedule for fiscal year 2019-2020 for CSEA, SEIU, management, supervisory, and confidential employees. This schedule is also posted [online](http://hr.marin.edu/sites/hr/files/HolidaySchedule-2019-2020.pdf) and is available as a PDF <http://hr.marin.edu/sites/hr/files/HolidaySchedule-2019-2020.pdf>.

2019 – 2020 Holiday Schedule

- Independence Day**
Thursday, July 4, 2019
- Labor Day**
Monday, September 2, 2019
- Veterans Day**
Monday, November 11, 2019
- Thanksgiving**
Thursday, November 28, 2019
- Day After Thanksgiving**
Friday, November 29, 2019
- Winter Holiday (8 days)**
Monday, December 23, 2019 through
Wednesday, January 1, 2020
- Dr. Martin Luther King Jr. Day**
Monday, January 20, 2020
- Lincoln Day (President)**
Friday, February 14, 2020

Washington Day (President)

Monday, February 17, 2020

Memorial Day

Monday, May 25, 2020

Please see Article 9 c. of the [CSEA contract](#) for less-than-12-month employees.



Mark your calendars and get ready for our next **Classified Professional Learning Day!**

Friday, March 22, 2019, 9am-4pm
Cultivating a COM Mindset

Get ready to:

- Get Inspired
- Strengthen Relationships
- Flex Your Muscles
- Share Your Talents

Coffee/Light Refreshments/Registration:
9 a.m. – Fusselman Hall, room 120
Opening Session: 9:30 a.m.
Breakout Session #1: 11 a.m.
Lunch: 12:15 p.m.
Breakout Session #2: 1:30 p.m.
COM'On, Rock It - Open Mic and Jam
Session: 3 p.m.

For more details and to register for your choice of sessions, log in to [MyCOM](#) and go to the workshop calendar on ProLearning. [RSVP for Lunch](#)

Final Exams

Check [schedule of classes](#), class syllabi or instructor for specific days/times.

2019 Commencement

Friday, May 24, 2019, 6pm
Diamond Physical Education Center



Memorial Day

Monday, May 27, 2019 - campuses closed

U-Key™ Information



Whether you have just been issued a U-Key or have been using one for a while, please take a moment to read the U-Key Information Sheet which can be downloaded from the Facilities, Planning, Maintenance, and Operations department website. The user-guide covers the following topics:

- How do you use the U-Key?
- Putting a Door Into Manual Unlocked Mode
- Taking a Door Out of Manual Unlocked Mode
- Putting a Door Into Local Lockdown Mode
- Taking a Door Out of Local Lockdown Mode

For more information, visit the Facilities, Planning, Maintenance, and Operations website or contact Locksmith, Alexio Perez with questions.



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

Information Technology

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.

COM Service Desk



IT Department went live with a new helpdesk system in August of 2018. 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>

Maintenance and Operations

The Maintenance and Operations department has been working diligently to identify and repair roof, siding and window leaks in multiple buildings due to the substantial amount of rain we have received. The grounds crew has been working diligently to keep all storm drains clear of debris to reduce ponding in our parking lots at both campuses. We have reports of receiving over seven inches of rain in a 24 hour period at the IVC campus from an onsite rain gauge. Marin Municipal Water District has recorded 55.63" of rain since July 1, 2018 which is 137.87% of normal, yet well shy of the 112" record for the 1889/1890 rain year, and just over our 52" average.

Visit the Maintenance and Operations website at <http://www1.marin.edu/maintenance-operations> for questions about work order requests.

Facility Rentals

Spring semester is in full swing, and it is a busy and exciting time with events and activities on both campuses. As we head into March, it is a great time to start planning your year-end activities, if you haven't already. Please make sure you plan ahead and notify the facilities use office of your plans for upcoming events. The earlier we know about your plans, the earlier we are able to assist in making sure your event runs smoothly and you have everything you need. Please email Lindsay Bacigalupi at lbacigalupi@marin.edu to begin your event process.

Events and activities are happening every day on campus. Everything from workshops, athletic practices and games, musical performances to trainings, meetings, and orientations. Here are a some of the events happening in the next two months.

3/1-17	The Skin of our Teeth by Thornton Wilder	James Dunn Theatre
3/9	Mariner Invite, Swimming and Diving	All Day, IVC
3/23	Sunrise Marathon	9:00am, IVC
3/28	Umoja Speaker Series, Angela Davis	5:00pm, James Dunn Theatre
3/30	Dance 160 Presents Sizzling Salsa w/Cedeno Dance	7:30pm, James Dunn Theatre
3/31	Paul Smith Solo Piano Recital	2:00pm, Lefort Recital Hall
4/4	High School Track Meet	4:00pm, KTD
4/8	Advanced Voice Recital	11:10am, Lefort Recital Hall
4/12-13	Jim Stopher Solo Piano Recital	7:30pm, Lefort Recital Hall
4/18	High School Swim Meet	3:30pm, KTD
4/21	Grace Church Easter Service	KTD
4/27	Riptide Swim Meet	8:00am, IVC



Bill and Adele Jonas Center Groundbreaking Ceremony, Indian Valley Campus

Contact Us

Give us a call for more information about our services:

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(415) 884-3101

gnelson@marin.edu

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