

ADMINISTRATIVE SERVICES

NEWS

Bi-Monthly Newsletter

May 2019

Budget Update



Since the beginning of Fall Semester 2018, we have been working diligently with Planning, Resource, Allocation Committee, (PRAC) on preparing budget assumptions to reduce the District's expenses

and strengthen our reserve policy while meeting anticipated financial obligations in the coming years. PRAC is scheduled to present recommendations to the President this month. Along with PRAC's recommendations, the President will include other data collected in the last few months into making final recommendations to the Board of Trustees for the June 2019 Tentative Budget. I want to commend all the administrators, faculty, and staff who have participated in last eight to nine months during this process. There is still a lot of work ahead of us, but with our collective efforts, I know we will get there.

Measure B Projects

Capital Projects and building improvements will continue at our campuses this summer. In April, we completed the Request for Proposals for the Architectural & Engineering firms for the design of a new Learning Resource Center at Kentfield campus. The selection committee is reviewing all proposals and will finalize the process before the end of summer. Portable buildings will be in place by Fall 2019 to house offices and classrooms that are being relocated from the LRC. The construction of the new Maintenance & Operations building will begin this month, and the Athletics Ballfield modernization is on its final phase. The Pomo cluster in IVC is scheduled to be finished this summer, and will be ready for use in the fall semester. Read ahead for more exciting updates about Capital Projects at COM.

Auditors

Please mark your calendars - our auditors from Crowe will be here the week of June 10 to do their interim fieldwork. They will be contacting departments directly to schedule time to go to your offices to conduct their work.

The auditors have requested information via the CiRT (Crowe information request tracker), so please logon and complete any requests by the requested due date. They will be back in the Fall to complete the audit and we will notify you of the timing once we are informed.

Academic Year-End Events

I would like to invite you to campus-wide events to celebrate the achievements of faculty, staff, and students during this academic year. We will be honoring retirees during our Faculty and Staff Appreciation luncheon on Thursday, May 23rd. Additionally, join class of 2019 during our 92nd Annual Commencement on Friday, May 24th. For the first time, transfer students will be able to participate in our commencement ceremony. Finally, kick off the summer with your COM colleagues at the Softball Game and BBQ on Wednesday, May 29th in Kentfield. It has been an incredible year, and I wish you wonderful summer.



Athletic Fields Phase II, Kentfield Campus

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Gala benefiting College of Marin Science, Technology, Engineering, Arts, and Math (STEAM) programs

Featuring live performances by Joe Nichols and Leaving Austin

Friday, August 30, 2019
 James Dunn Theatre
 Performing Arts Building
 Kentfield Campus

Tickets on sale now!
 Admission: \$75 – \$27
[Purchase tickets online at Eventbrite](#)

Get ready to sway to front-porch grooves and soul-stirring tracks by Joe Nichols. With one of the most distinctive voices of any male singer in country music, this Arkansas native will be the headlining performer at Black Tie and Blue Jeans, a benefit concert for College of Marin STEAM programs.

Awarded Top New Male Vocalist by the Academy of Country Music in 2003, Nichols has produced chart-topping songs ranked on Billboard’s Hot 100, including hits “Brokenheartsville” and “The Impossible.” Leaving Austin, a band that hails from the small farming town of Visalia, California, will open the show with the smooth vocals that have made them one of the most sought-after bands in Nashville.

Blacktiebluejeans.org

Individuals seeking special assistance to accommodate a disability may call the House Manager at (415) 485-9555. Notification at least 24 hours prior to the event will enable the District to make reasonable arrangements.

Black Tie and Blue Jeans

Current Sponsors

Diamond \$15,000+

- Alten Construction Inc.
- Brick Inc.
- LCA Architects
- Red Tower Properties

Platinum \$10,000—\$14,999

- Anonymous
- Facilitron
- Gilbane Building Company
- Harry L. Murphy, Inc.
- Robert Bothman
- Silverado Contractors, Inc.

Gold \$7,500—\$9,999

- Blach Construction
- ELS Architecture and Urban Design

Silver \$5,000—\$7,499

- A Kennedy Group
- CSW Stuber-Stroeh Engineering
- DLR Group/Kwan Henmi
- GreenVine Landscaping
- SecureAll Corporation
- Stradling Yocca Carlson & Rauth
- Verde Design, Inc.

Bronze \$2,500—\$4,999

- Degenkolb Engineers
- Keenan & Associates
- Keygent LLC
- Liebert Cassidy Whitmore
- Mark Cavagnero Associates
- Perkins Eastman
- Piper Jaffray
- Student Insurance
- TLCD Architecture
- Venbrook
- WLC Architects Inc

Other

- Bread & Roses
- Cresco
- Faye B
- KBI Painting
- Pepsi

New CBOC Members

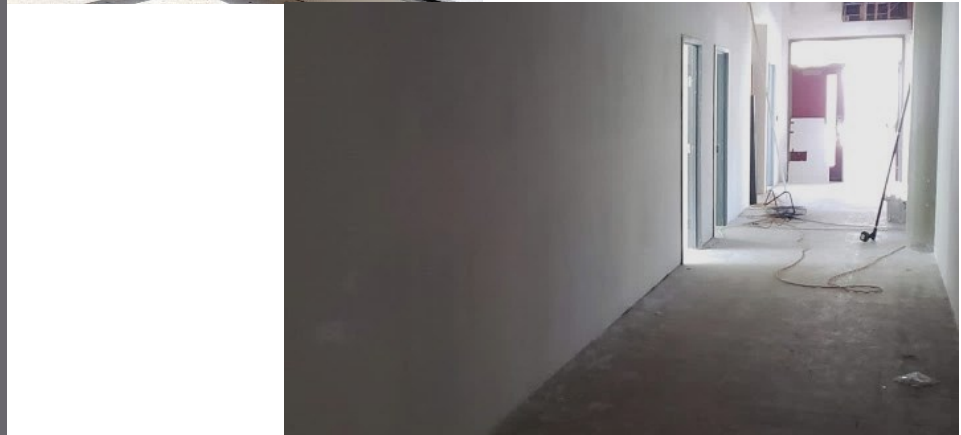
At the April 16, 2019 College of Marin Board Meeting, the Board of Trustees approved the re-appointments of the following existing members for a 2 year term:

- Margaret DeSomma, representing the Community -At-Large
- Jeff Gunderson, representing the Community -At-Large
- Eric Sitzenstatter, representing a Senior Citizens' Organization
- Janelle LaChaux, representing a Student Organization
- Paul Premo, representing a Taxpayer Association

Additionally, the Board of Trustees approved the appointments of the following new members for a 2 year term:

- Jason Lau, representing a Support Organization
- Mark Dawson, representing the Business Community

Read more on page 4.



Pomo Cluster Interior, Indian Valley Campus

Capital Projects

Measure B Bond Projects

Major construction projects have started at both Indian Valley and Kentfield Campuses and will continue until late next year.

At the Kentfield Campus, we are finalizing the site work on Phase II of the Athletic Fields. We have issued the Notice to Proceed to the Contractor that will be starting work on the Maintenance & Operations building this month. The Fusselman Hall project is in the design stage and we anticipate starting construction this Fall. In April, we received the proposals from Architectural & Engineering firms for the design of the LRC Project. The review committee comprised of staff, faculty, students and public members was assembled, and is currently in the process of reviewing the RFPs. The goal is to have a firm selected by the end of June with Board approval in July. Once the Board approves the A&E firm, we will begin working with the firm to schedule a kickoff meeting and schedule ongoing design meetings with user groups. More information to come on this very exciting project. A project related to the LRC project is the installation of 12 portable buildings at the Kentfield campus. We are finalizing the staging plan for this project but anticipate having all of the portables in place by Fall 2019. The buildings will be used for interim offices and classrooms for groups relocated from the LRC. Affected staff will be notified soon as some of the first moves occur this Summer.





Building 27 Exterior, Indian Valley Campus

Capital Projects

continued

At the Indian Valley Campus, we are finalizing the interior improvements at the Pomo Cluster which is on schedule to be completed this Summer. The Miwok Center & Jonas Center are currently under construction and work will continue into the Fall of next year. The roofing project of the Admin Cluster buildings and exterior painting of Building 27 have been completed.

The Capital Projects Department has worked over the last six months in hiring additional staff to assist in the completion of smaller Measure B construction projects. The Capital Projects Team is a new team funded by the Measure B program that will be comprised of seven new staff members. We are in the final stages of hiring the last remaining members of our team. Meanwhile, help us welcome those who have joined our team recently. A future newsletter will provide more information on the newly hired team members.



Left to Right: Lawrence Nading, Maintenance Carpenter, Norbert Rodrigues, Maintenance Electrician; Russel Staffen, Maintenance Carpenter, Steve Garrett, Lead Gardener

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

CBOC Updates

Continued

The Measures were conducted under Proposition 39 (School Facilities Local Vote Act of 2000). Pursuant to Education Code, the District is obligated to establish an independent Citizens' Bond Oversight Committee in order to satisfy the accountability requirements of Prop 39. The CBOC first met in July 2017, and generally meets on a quarterly basis to review and discuss bond projects. The duties of the CBOC are to inform the public, review expenditures and on an annual basis the CBOC is required to present an Annual Report to the Board of Trustees. The District is pleased to welcome the new members and thanks the existing members for their service on the CBOC. The meetings are open to the public and anyone is welcome to attend. The [schedule](#) is listed online at the measurebcom.org website.

Measure B Milestones

May - Completion of Admin Cluster Roofing Project



Summer

Completion of Pomo Cluster



Window Replacement—IVC Buildings 9 & 12



2019-2020 Annual Enrollment

Look for upcoming emails this month to announce the start of the Health Benefit Open Enrollment. Any enrollment changes for you or your dependent 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 contributions as pre-tax, through the Cafeteria 125 Plan.



Fiscal Services, College of Marin

Fiscal Services

Key Budget and Year-End Dates—2019:

April 24: Intranet Budget Builder tool open for updates.

May 15: Intranet Budget Builder tool closed at end of day.

May 31: P-Cards closed for all purchases. P-Cards unavailable May 31-July 2.

June 22: All check requests for FY18/19 expenditures due to AP.

June 25: June timecards due to Payroll. **Include scheduled work hours thru 6/30/19.**

June 25: Ensure all hours worked during FY18/19 have been approved and submitted to Payroll for processing.

June 27: All purchases must be received and services rendered for FY 18/19 budget.

July 2: P-Cards available for FY19/20 purchases.

July 11: All approved FY18/19 travel claims for reimbursement due to AP.

July 18: All invoices due for final AP check run for FY18/19 – all invoices must be paid to be included in FY 18/19 budget. If not paid, they will be charged to your 2019/20 budget.

July 25: July timecards due to Payroll. **Include corrections for 6/24-6/30 hours scheduled but not worked.**

Hourly Employees

Hourly employees can only work 7.5 hours per day, including during summer schedule. Please ensure that any hourly employees working in your departments do not exceed 7.5 hours per day. If you have any questions, please call Payroll at extension 8163 or 8164.

Employee Benefits

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.

This voluntary benefit will be offered during the Long-Term Care insurance open enrollment period, which commences on **April 14, 2019 and Closes on June 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.

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.**



Health Tip: Eat Less Saturated Fat

(Healthday News) – The American Heart Association recommends reducing saturated fat to no more than 6 percent of total daily calories for people who need to lower “bad” cholesterol.

The AHA suggests how to limit saturated fat:



Eat more fruit, vegetables, whole grains, low-fat dairy products, poultry, fish and nuts. Limit red meat, high-fat dairy products, sugary foods and beverages.

Choose unhydrogenated vegetable oils such as canola, sunflower or olive oil.

Use soft margarine as a substitute for butter. Look for “0g trans fat” on the nutrition facts label.

Doughnuts, cookies, crackers, muffins, pies and cakes are examples of foods high in trans fat. Limit these in your diet.

Limit commercially fried foods and baked goods made with shortening or partially hydrogenated vegetable oils.

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High-Protein Snacks That Satisfy

(HealthDay News) – Does your typical afternoon snack leave you feeling unsatisfied and reaching for more? If your pick-me-up is a bag of salty chips or a chocolate bar, a **better (and healthier) way to go is with a high-protein choice**, according to research published in The Journal of Nutrition.

Snacks can make or break your diet. They can be a bridge from one meal to the next, keeping hunger in check and keeping you from overeating at meals. But if you're not careful, they can add unwanted and even excessive calories to your daily total.

Studies show that people of normal-weight tend to choose healthy snacks, like protein, fruit or whole grains, while overweight people tend to choose snacks high in fat and sugar, often compounding their weight woes.

The study, which involved teens, found that surprisingly good snacks are soy-based, high-protein choices -- a perfect way to get more plant foods in your diet. When comparing the effects of a high-protein soy snack to a high-fat snack, the researchers found that **eating soy protein improves appetite control, diet quality and helps you feel more satisfied**. It can also boost your mood and brain function.



Employee Benefits

High-Protein Snacks That Satisfy *Continued*

Soybeans are nutritionally unique and are **the only vegetable that offers complete protein**, all nine essential amino acids needed for health. They're rich in B vitamins, iron, calcium and omega-3 fatty acids. Eaten whole as edamame, they're also an excellent source of fiber. Soy is also available as tofu that can be cut into chunks and tossed into salads, soy milk for smoothies, and even soy cheese.

Just be sure to check the protein count on nutrition labels before you buy, and avoid prepared soy foods that have any added saturated fat, cholesterol and/or sugar.

More information: Find out more about soy and get dozens of soy recipes from the Soy Foods Association of North America.

<http://www.soyfoods.org/enjoy-soy/recipes> — Len Canter

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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.

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](#)



College Services New Location at Kentfield: 941 Sir Francis Drake Blvd.

College Services

Amazing as it is, we are already nearing Commencement and another academic year is coming to a close! We hope everyone is having a wonderful spring and enjoying the beautiful wildflowers and blooming trees on campus this year. We are so lucky to work in such a gorgeous setting and see all the changes each season brings.

Who We Are

There is a common misconception that all the departments in College Services are “Reprographics”. This comes from many years of Reprographics being the central hub of the copying and print world at the College. However, College Services, like other departments, encompasses much more than Reprographics.

Print and Mailing is what has been formerly referred to as Reprographics. This includes all printing, copying, first class bulk mail, as well as mail distribution, supply orders, and more. You are probably most familiar with the Print and Mailing team as they are the most visible of all our departments – Jesse Harbison, Mike Klein and Albert So. They are the friendly and helpful faces most people see when they need assistance with printing and copying or mail services.

Creative Services includes graphic design and web design. Shook Chung, Roger Dormann and Dave Mahoney are the Creative Services team who create all design projects at the college. We are fortunate at COM to have such talented individuals to assist with designing all our flyers, brochures, posters, postcards, invitations, and the myriad of other projects they create every day. Our designers have advanced education, skills, knowledge and training in their field that allows them to create projects that adhere to best practices, graphic standards and the highest level of quality.

Receiving and Courier Services consists of Gabe Lambert and Manny Rodriguez, who handle all deliveries, shipments, package and asset tracking, intercampus delivery and a host of other details that help everyone get what they need where they need it. They work hand in hand with Print and Mailing Services, and manage the warehouse currently located at the Corp Yard. They have been working hard and successfully to organize and systemize this very busy, challenging and active department.

How to Reorder A Job (or Clone an Existing order):

If you have a job you ordered previously and would like to reorder it, here is a simple how to guide to do just that!

Go to the main page of the College Services Storefront at <https://marin.webdeskprint.com>

Click on **MY ORDERS** in the top menu.

You will see a list of your past order. On the far right, click View on the job you wish to reorder.

When the job opens, click **COPY ORDER**.

This prepares a new job ticket with the prior order. You can edit the order and make any changes you need now. Then click. **SAVE**.

Very important—On the next screen, you must click **SUBMIT ORDER**.

Once you do, your job will be finalized and submitted for print! That’s it! You’re done!

If you have any questions, don’t hesitate to call us at 415.485.9447.



DESIGN SERVICES



PRINTING & COPYING



SUPPLY REQUESTS



BUSINESS CARDS

Exercise Your Right to Fight Disease

(HealthDay News) -- Research consistently tells you just how important exercise is for health. It can help head off heart disease, stroke, diabetes and many types of cancer, including breast and colon cancers.

A report published in the New England Journal of Medicine found that another important prevention factor for an even wider group of cancers is having a body mass index (BMI) below 25. BMI is a measure of body fat that takes into account a person's height and weight. A low BMI means you have less fat on your body.

The report also showed that health risks can be up to 50 percent higher if you're overweight (with a BMI between 25 and 29.9) -- and up to 80 percent higher if you're obese (with a BMI of 30 and over).

Indeed, a high BMI may be to blame for nearly 4 percent of all cancer cases, according to another study, published in The Lancet Oncology.

There's no doubt that diet and exercise work together to lower BMI. Besides cutting calories, to lose weight you need at least 30 minutes of moderate physical activity most days of the week, and 60 to 90 minutes a day to maintain a loss.

But don't stop there. Other research has found that the more exercise you do, the more you can reduce your risk for many diseases. Indeed, people whose physical activity levels were several times higher than the recommended minimum had the greatest reductions in risk.

Of course, it's hard for everyday Americans to spend hours a day working out unless you have a treadmill workstation on the job, for instance. But try to take a few three- to five-minute exercise breaks throughout the day, and look for opportunities for more activity on the weekends, from family hikes to ski and camping trips.

More information: The U.S. National Heart, Lung, and Blood Institute has ideas about how to move more to achieve these health benefits.

- Len Canter

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College Services

continued

Our Coming Move

Summer is definitely going to be a season of change for many of us at both campuses this year. As you may already know, many of the departments in College Services will be relocating to a beautiful new space at 941 Sir Francis Drake. It is currently being prepared for our big move, which is tentatively scheduled for July, pending any new developments, of course. Here's a beautiful shot by Eileen Acker of the work in progress.



The Creative Services team will be relocating their offices to the new building. This includes Shook Chung, Senior Creative Designer/Lead Web Designer, as well as Graphic Design Specialists Roger Dormann and Dave Mahoney. The entire print and copy operation located currently in the Learning Resources Center will also be moving into 941 SFD. The mail room will remain in the LRC until at least the fall of 2019, at which time it will be relocated into Student Services. We will have printing and copying projects delivered upon request to the mail room at least twice daily for pickup, and we also would welcome everyone to come pickup your jobs or visit us at our new location anytime.

Our Receiving team of Gabe Lambert and Manny Rodriguez will remain at the current location in the Corp Yard until they are relocated to the new Maintenance and Operations building later this year.

As soon as the date of the move is finalized, we will update everyone on the process of how things will transition and we will ensure that our workflow and deadlines are minimally impacted.

Stay tuned for more to come! We will christen the new digs with an Open House once we're settled and you're all invited!

Have a happy Commencement and a wonderful summer!



College of Marin Faculty and Staff Appreciation Luncheon

Save the Dates

Spring 2019 Final Exams
 May 20-24, 2019
 Check [schedule of classes](#),
 class syllabi or instructor for
 specific days/times.

92nd Annual COM
 Commencement and
 Transfer Recognition
 Friday, May 24, 2019, 6pm
 Diamond Physical Education
 Center
[http://www1.marin.edu/
 commencement](http://www1.marin.edu/commencement)



Human Resources

During the 2019 Alternate Summer Work Schedule, CSEA employees will not be at work on the following dates except as noted in "Exclusions" below.

June 2019	July 2019	August 2019
June 7th	July 5th	August 2nd
June 14th	July 12th	
June 21st	July 19th	
June 28th	July 26th	

Faculty and Staff Appreciation

Our annual faculty and staff appreciation luncheon is on Thursday, May 23rd, 12-1:30pm in the Cafeteria, Kentfield Campus. It is a wonderful celebration of what faculty and classified professionals have accomplished throughout the academic year, as well as honoring outstanding employees and recognition of this year's retirees.

Softball Game and BBQ



As part of our annual summer tradition, we want to invite employees to attend the Faculty and Staff Softball game on Wednesday, May 29 from 11am to 1:30pm at the Athletic Baseball Field, Kentfield Campus. Please complete the survey using the link below to let us know if you'll be there. It is going to be a blast!

[2019 Softball Game and BBQ](#)

Memorial Day
 Monday, May 27,
 2019 - campuses
 closed



Summer/Fall
 2019 Semester
 June 17 - July 25
 Aug 19 - Dec 14



Independence Day
 Thursday, July 4, 2019 -
 campuses closed



Summer Parking Permits

Parking permit rules and regulations are in effect during summer semester.

Currently enrolled students can purchase their semester parking permits via [MyCom Portal](#) or visit the Enrollment Services office at KTD or IVC.



Daily \$4 Permits

Daily Permits should be placed on the top of your dashboard, just in front of your steering wheel. A daily student permit is good in any student lot, on both campuses for the date the permit was issued. Daily permits are \$4 per calendar day, and may be purchased through parking permit dispensers (which accept quarters and dollar bills) located throughout the parking lots at both campuses. Some dispensers may accept debit/credit card. Read the instructions on the machine.

In any event that a parking dispenser is not working, there are several others on campus and it is your responsibility to purchase a permit from another dispenser.

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

Campus Maps are available at the College [website](#), <http://campuses.marin.edu/campus-maps>.



Information Technology

GigaTrak Modules



In support of the College Services Department, COM IT has implemented two GigaTrak modules (Asset Tracking & Package Tracking). Both systems were integrated in the Shipping and Receiving functions and released for beta testing on April 25th. They will enable wireless scanning and database update of received and delivered packages and allow for better tracking of items once they are received at COM.

New Multifunction Printer/Copier/Scanner Deployment



In support of the College Services Department, COM IT is actively supporting the Phase II implementation of the Multifunction Printer/Copier/Scanner refresh and standardization plan.

Departments receiving new printers or replacements have already been contacted and will be updated as their installation date nears. Deliveries will be on Mondays and Wednesdays starting May 3rd and to be completed prior to June 5th. The implementation schedule is staggered and planned around finals and grading needs.

Maintenance and Operations

Electric Vehicle charging station installation is ongoing at IVC Lot 1 with an expected completion of mid-May. We are waiting on the schedule for Electric Vehicle charging installation at the Kentfield campus PE complex.

Academic Center landscape improvements are ongoing. Tree arrival and installation is expected for the week of April 29th. There may be traffic controls on circle drive when the trees arrive, so please expect some minimal delays as the trees are off loaded.

Parking lot 13 (the gravel lot by the Diamond PE complex) has been improved. Potholes that developed over the winter have been graded and 2 to 3 inches of new gravel have been spread and compacted over the area. The grounds and plumbing crew are working on irrigation repairs throughout campus. Several areas have been excavated in order to locate the leaks, and to replace aging water valves that are no longer working. The areas have been blocked off with caution tape and a-frame barriers, but please be cautious around work areas.

Due to construction beginning for the new Warehouse and Maintenance and Operations buildings in May, the Conex storage containers currently located near the grounds shed and on the softball field are being relocated to the dirt area next to the tennis courts and Parking lot 11.

Lastly, preparations for commencement on May 24th at the Diamond PE complex is in full swing.



Officers Martin Langeveld and Paul Stewart on Bicycle Patrol

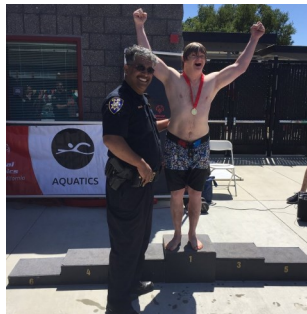
Police

Bicycle Patrol

Officers Martin Langeveld and Paul Stewart recently attended a bicycle school and you may see them patrolling our campus on a police bicycle. The practice of patrolling on bicycle provides the campus with an officer that is readily available, easy to talk to and they can respond quickly on the inner campus. In addition officers can patrol parking lots to provide protection for our parked vehicles; auto burglary thieves are not looking for an officer on a bicycle. The College of Marin police department is here for your safety, and we are always looking at different ways to provide a safe environment on our campuses.

Special Olympics

Our police department volunteers each year supporting the Special Olympics Marin Games Regional Competition. This inspiring event features hundreds of athletes from 10 counties. It will be held at Novato High School on Saturday, May 18th from 8am – 4pm. This event is well attended, please come out to support and enjoy the effort and enthusiasm from these athletes!



Safety Presentations



The police department recently put on a class for our IVC Farm staff. We discussed how to handle general emergencies, snakebites, hazardous material as well as practice CPR. Knowledge of CPR and how to operate an Automatic External Defibrillator (AED) saves lives. Johnny Campbell deserves credit for asking the police department for a class to help to make the Farm a safer place. The police department makes multiple presentations every year including FLEX training regarding safety, but if you want a more personalized

class please contact Chief Marozick to discuss bringing a safety presentation to your employees or building.

Student Appreciation BBQ

The Student Appreciation BBQ on Wednesday, May 1, 2019 was a success! The Police Department worked with Associated Students College of Marin (ASCOM), and turned the BBQ into a party in front of student services. The Chief brought his dog Bodhi, who was the hit of the BBQ.



COM Connect is the College's Emergency Notification System. Sign up and review your contact information. You will be asked to provide an ID code—enter your M00#, which is your Banner Identification number.

COM Connect Open Portal

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



Remodeled Athletic Field Seating, Kentfield Campus

Facility Use Reminders

With increased activities, occurring, planning ahead becomes especially important. Here are some important facility 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.

For facilities and rental reservations, please contact Lindsay Bacigalupi at 415-884-3124 or visit facilities.marin.edu.

Facility Rentals

Spring is in full bloom and we are gearing up for a busy few months on campus. I want to thank our Maintenance and Operations staff, Campus Police and Media staff for all their hard work, assistance and reliability this year to make our events and campus life a wonderful success! You all are a wonderful example of what a team is, and I cannot thank you enough.

As we move through the summer, we will continue to create partnerships, programs and create opportunities for our current facilities as well as looking to the future of our new Miwok Aquatic Center and Bill and Adele Jonas Center. I want to wish you a wonderful end of the semester and a Happy Summer!

Here are the events happening on both campuses over the next few months.

Summer 2019 Events

5/3-13	A Bright New Boise	Studio Theatre
5/4	Golden Gate Brass Band	James Dunn Theatre
5/5	MSYO Spring Concert	James Dunn Theatre
5/11	Riptide Swim Meet	IVC Pool
	COM Symphony Orchestra	James Dunn Theatre
5/12	Symphonic Wind Ensemble	James Dunn Theatre
5/18	Marin Oratorio	James Dunn Theatre
	Riptide Swim Meet	IVC Pool
5/19	Marin Oratorio	James Dunn Theatre
5/20	Advanced Voice Recital	Lefort Recital Hall
5/21	College Chorus and Chamber Singers	James Dunn Theatre
5/23	Nursing Pinning Ceremony	James Dunn Theatre

Summer Holidays

College of Marin campuses will be closed during the following holidays. Please plan for your events accordingly.

- **Monday, May 27:** Memorial Day
- **Thursday, July 4:** Independence Day



Facility Rentals

Summer 2019 Events continued

5/24	92nd Annual COM Commencement and Transfer Recognition	Gymnasium
5/28	Ross Valley School Spring Concert	James Dunn Theatre
5/29	Faculty and Staff Softball Game	Baseball Field
6/1-2	NCVA Beach Volleyball Tournament	Sand Volleyball Courts
6/8-9	NCVA Beach Volleyball Tournament	Sand Volleyball Courts
6/14	Kent Middle School Graduation	Gymnasium
6/15	Riptide Swim Meet	IVC Pool
6/15-16	NCVA Beach Volleyball Tournament	Sand Volleyball Courts
6/16	Marin Swim League All-Star Meet	IVC Pool
6/17	Summer School Begins	
6/17-8/11	Summer Swim Kentfield, Everyday	Kentfield Pool
6/17-8/15	Summer Swim IVC, Monday-Thursday	IVC Pool
6/17-21	COM Volleyball Camp	Gymnasium
6/22	Riptide Swim Meet	IVC Pool
6/22-23	NCVA Beach Volleyball Tournament	Sand Volleyball Courts
6/24-28	COM Volleyball Camp	Gymnasium
6/29	Marin Swim League Championships	IVC Pool
6/29-30	NCVA Beach Volleyball Tournament	Sand Volleyball Courts
7/15-18	Baseball Camp	Baseball Field & Cages
7/20-21	Redwood Empire Swim League Championships	IVC Pool

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



COM Graduates during Annual Commencement

Contact Us

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