

ADMINISTRATIVE SERVICES NEWS

Bi-Monthly Newsletter

May 2020



The April 29, 2020 update from Marin County Public Health office extended the stay at home order through the end of May, so I sincerely hope that you are staying safe and well.

Construction of essential capital projects have continued on both campuses, with contractors and employees observing all social distancing, health and safety protocols. Access on campus is also limited at this point. Faculty and staff must complete the [Employee on Campus During Closure Form](#) and must wear face coverings when coming on campus. Also, Marin County Department of Public Works is moving forward with the project to rehabilitate 2.2 miles of Sir Francis Drake Boulevard between Highway 101 and the Ross' southern town limit. The [Sir Francis Drake Boulevard Rehabilitation Project](#) will cost about \$18 million and is funded by Measure A transportation sales tax, which passed in 2004. The Marin County Board of Supervisors will review bids on May 12 and construction is

expected to begin sometime in June. An open house is scheduled on May 26, with details to be posted on the project website. Details available at www.upgradethedrake.com

Facility Changes as a Result of Social Distancing Requirements

We are all looking forward to a return to normal, and resuming classroom instruction; however, when we return to College of Marin our facilities will look different. Our division is currently reviewing social distancing requirements mandated by the state and local public health orders, with guidance from the Chancellor's office. The changes we are anticipating may include maximum students per classroom/lab, six-foot social distancing for all individuals, increased remote work for faculty and staff, and increased distance education offerings. Additionally, study areas, gathering spaces and sharing of meals will need to adjust to the new protocols. At this time, we don't know how long we will be required to adhere to these requirements in our institutions of learning, but we should be prepared to adjust for the near future. Working in

concert with Student Learning and Success, we plan to roll out the new facility plans in a thoughtful way, while remaining in compliance with state and local health orders. More information to come as we receive updates.

Budget

With the rising rate of unemployment and foreseeable budget reductions across the state, we will be working closely with our constituents and adhering to guidance from the Chancellor's office as we develop our budget assumptions for the new fiscal year and beyond. More details will be shared as the Board adopts a tentative budget. We will continue to communicate regarding summer and fall semester activities as new information becomes available, so please continue to visit [COM website](#).

Finally, I want to thank my COM colleagues for being resilient especially during these challenging times, and extend my sincere congratulations to the graduates and transferees of class 2020.



New Miwok Center, Indian Valley Campus

In This Issue

- Disinfecting Training and Protocols (pp.2-3)
- Essential Capital Projects (pp.4-5)
- Fiscal Updates and Open Enrollment (pp.6-8)
- New Location – College Services and Mailroom (p.9)
- Faculty and Staff Appreciation (p.10)
- Business Digitization (p.11)
- Campus Entry During Closure (p.12)
- M&O Update (p.13)
- Facility and Events (p.14)

Do I need training to use a disinfectant?

The Healthy Schools Act requires anyone using any pesticide at a school or child care center to complete annual training. Sanitizers and disinfectants are antimicrobial pesticides because they kill germs. Anyone using these products must complete annual training.



Is training needed when these products are used?

- Disinfecting bleach
- Disinfecting spray
- Sanitizing spray
- Disinfecting wipes
- Sanitizing wipes

Visit our website to find
DPR's online training courses!



<http://apps.cdpr.ca.gov/schoolipm/>



cciplist@cdpr.ca.gov

Reminders for Using Disinfectants at Schools and Child Cares

Given the concern over the 2019 Novel Coronavirus, many schools and child cares in California are making it a priority to disinfect frequently-touched surfaces.

Disinfectants are pesticides and must be used according to the label.



Reminders for using disinfectants properly at schools and child cares:

- Use EPA-registered disinfectants **and follow all label directions**
- Keep the surface wet for the required **contact time**. The contact time, specific to each product, is the amount of time that a surface must remain wet in order to work. If using disinfectant wipes, multiple wipes may be required.
- Keep all disinfectants **out of the reach of students**. Never allow students to use disinfectants or touch the applied product.

General information about the 2019 Novel Coronavirus:

- *California Department of Public Health Novel Coronavirus 2019 website*
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/nCOV2019.aspx>
- *California Department of Education 2019 Novel Coronavirus Guidance for Schools and School Districts*
<https://www.cde.ca.gov/nr/el/le/yr20ltr0214.asp>
- *Center for Disease Control and Prevention*
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

DON'T FORGET

Under the Healthy Schools Act, DPR provides **online training** on how to use disinfectants.
<https://apps.cdpr.ca.gov/schoolipm/training/>



school-ipm@cdpr.ca.gov



California
School & Child Care IPM



ccipmlist@cdpr.ca.gov

[SCCIPM 26 (3/2020)]

Designation of Essential Public Works Projects

- The Health Officer of the Marin County Department of Health Services issued a "stay at home" Order 20-04 on March 31, 2020, which placed additional restrictions on Construction Projects.
- Having received that order, District staff evaluated the list of Measure B projects and prepared an analysis for all projects and reviewed with legal counsel and senior staff.
- [Letter from the Superintendent/President](#) was sent to contractors on April 6, 2020 which provides a list of projects that could continue as "essential government functions".
- A [Board Resolution \(No. 2020-05\)](#) was prepared to ratify this initial determination.

Next CBOC Meeting

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

Wednesday, June 17, 2020 at 4:30pm

Meeting will be held virtually via Zoom. Details to be published on the [Measure B Bond Program website](#).



Fusselman Hall interior, Kentfield Campus

Capital Projects

Measure B Bond Projects

Capital Projects has been very busy these past few months. With Governor Newsom's stay at home order, a list of essential critical infrastructure workers was issued. His order outlined construction as an essential service during the Covid-19 outbreak and public work construction was also deemed essential under the Marin County stay at home order. As a result, most of our Capital Projects were able to continue. Our teams have been and will continue to take measures above what is outlined of them by OSHA and the CDC 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.

At the Kentfield Campus, construction at the new Maintenance & Operations building is almost complete. The campus bookstore has been moved into the old Maintenance & Operations building and is up and running. The Fusselman Hall project is also almost complete, with the library moving into their new space and up and running by the beginning of Summer Session. Thank you to all faculty, students, and staff for their patience and understanding during all of the transition.

Abatement began on the LRC building in April and we are on track to begin demolition of the building in June 2020. We continued working with the LRC Building Architectural & Engineering firm on the building program. Thank you to everyone who participated in our virtual town hall and submitted a response to our online survey. Your input is very important. Once the Marin County Health Officer begins to relax the stay at home order, we intend to hold a town hall meeting to finalize our feedback on the programming stage from students, faculty, staff, and surrounding community. After the programming effort is complete, we will move on with the actual design. There will be more opportunities for engagement during this phase of the project 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 continues to hold to an estimated completion date of Spring of 2021. The Jonas Center also under construction with an estimated completion date of August 2020.



Bill and Adele Jonas Center, Indian Valley Campus

Measure B Milestones

- The old Maintenance and Operations building has been renovated to temporarily house the campus bookstore during the demolition of the LRC building.
- Interior and exterior improvements for Fusselman Hall will be completed for the Library Department to move in by the beginning of summer semester.
- Learning Resource Center programming town halls will resume once stay at home orders and social distancing restrictions are lifted.

The draft Environmental Impact Report (EIR) for the LRC project is currently under public review. The LRC project goals are as follows:



- Variety of spaces to accommodate range of student, staff, faculty needs
- Flexible, collaborative spaces as well as private/quiet spaces
- Inclusion of all students
- Better Spaces for events
- Encourage connections across students, faculty, and staff
- Clear wayfinding and welcome point
- Use of indoor and outdoor spaces

Capital Projects

continued

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.

Temporary Bookstore, Kentfield Campus



Maintenance and Operations Building, Kentfield Campus



Guidelines for Distinguishing Between Equipment and Supplies

One common challenge districts face is distinguishing between equipment and supplies. Below are some guidelines that will help you determine a classification and quick definition of equipment and supply as defined by the Budget and Accounting Manual (BAM):

Equipment: Tangible property with a **purchase price of at least \$200 and a useful life of more than one year**, other than land or buildings and improvements thereon.

Supply: A material item of an expendable nature that is consumed, wears out, deteriorates in use, or is easily broken, damaged or lost; or one that loses its identity through fabrication or incorporation into a different or more complex unit or substance.

To obtain uniformity, the district should assign items to the classifications on the basis of the answers to the questions listed below:

1. Is it consumable, with a normal service life of less than one year?
2. Is it easily broken, damaged, or lost in normal use?
3. Is it usually more feasible to replace it with an entirely new unit than to repair it?
4. Does the item lose its original shape and appearance with use?

Continue to page 7



Fiscal Services, College of Marin

Fiscal Services

Key Budget and Year-End Dates—2020

April 30: Intranet Budget Builder tool open for updates.

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

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.

Two Factors Affecting Year End Close:

- August 11, 2020 Board meeting
- Appointment of new auditors

Board Meeting: The Adoption Budget is typically approved at the August Board meeting. This year the August Board meeting is a week earlier than usual so there will be less time to finalize the 2020/21 Adoption Budget. The Adoption Budget includes 2019/20 year-end actuals so adjustments will need to be made earlier than in the past.

New Auditors: The District has appointed new auditors, CWDL (Cossolias, Wilson, Dominguez, and Leavitt) with a five-year contract. What does that mean for all of us?

A new online portal – Suralink- if you are involved with the auditors, you will receive an invitation to log onto their online portal, Suralink. The email will come from Suralink Support. Please be sure to log on and create your user account. The auditors have already identified items on the portal for the District to provide for the audit interim fieldwork. From there you will be able to manage your audit assignments.

A condensed year-end closing process - plans to finalize the audit for the November Board meeting:

- All funds need to be closed by end of July
- Program managers need to be up-to-date on their reviews and understandings of their program budgets and actual results
- In order to be included in 2019/20 results ALL properly approved expense transfer requests, stipend & hourly timecards, claims for reimbursement and check requests must be submitted to Fiscal Services by July 20, 2020
- The auditors have already started their interim fieldwork and have submitted data requests on their portal. They also plan to be here earlier for year-end field work.

Despite these challenging and unprecedented times perhaps by working remotely you can find some quiet time to start the review of your year-to-date results. In the past it was not uncommon for faculty and students to return from summer break ready to turn in Spring/Summer time cards or claims for reimbursement pertaining to the prior fiscal year. Unlike the past, this August will see those transactions charged to 2020/21 results – This will be the case for ALL programs and funds – so get them turned in early to avoid using next year's funds.

Keep your program results accurate with ongoing monitoring throughout the year. Start taking the time NOW to examine your funds' charges and personnel allocations. Correct errors NOW by submitting an expenditure transfer request form or follow-up on the employee's missing timecard or contact that vendor who provided a service, but the invoice is missing.

A comprehensive review of procedures in certain departments may occur:

- Potentially more questions as the auditors familiarize themselves with the District
- Potentially more testing since this is the first year they are auditing the District

For any questions or comments please feel free to contact:

- Leslie Barker (Categorical & CSC) x-8157
- Michelle Greitzer (District unrestricted) x-8161
- Brianna Haggitt (Advancement, CES, Capital, IVC Farm) x-8192

Guidelines for Distinguishing Between Equipment and Supplies *continued*

5. Is it an inexpensive item? Does the small unit cost make it inadvisable to inventory the item?

If the answer to one of the above five questions is yes, the item should be classified as a supply. If all answers are no, the item should be classified as equipment.

Another method of distinguishing equipment from supplies is to follow the useful flowchart below.

Guidelines for Distinguishing Equipment from Supply Items (Listed in Priority Order)

1. Lasts more than one year P NO

↓ Y E S

2. Repair rather than replace P NO

At first **NO** item is declared to be a **SUPPLY**

↓ Y E S

3. Independent unit rather than being incorporated into another unit item P NO

↓ Y E S

4. Cost of tagging and inventory small percent of item cost P NO

↓ Y E S

If the answer is **YES** to all, item is to be declared as **EQUIPMENT**.

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?

Click the link above to get started with your inquiry.



Employee Benefits

2020-2021 Annual Health Benefits Open Enrollment

Look for an upcoming email to announce the 2020-2021 Annual Health Benefits Open Enrollment to begin on June 1, 2020. Any enrollment changes for you or your dependents will go into effect on October 1, 2020, with any employee premium contribution changes beginning on the September 2020 payroll.



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 Benefit Coverages.
Designate any premium contribution as pre-tax, through the Cafeteria 125 Plan.

For questions, contact Ron Owen, Senior Benefits Analyst at (415) 884-3159 or email rowen@marin.edu.

Employee Health Benefits Resources

Kaiser Permanente

Customer Service: (800) 464-4000

Blue Shield

Customer Service: (855) 256-9404

Navitus Pharmacy Services: (866) 333-2757

Delta Dental

Customer Service: (800) 765-6003

Vision Service Provider

Member Services: (800) 877-7195

Self-Insured Schools of California



College Services new location at 941 Sir Francis Drake Blvd., Kentfield

College Services

We have a new home! **College Services is now permanently located at 941 Sir Francis Drake Blvd, just across the street from the Academic Center building.** It is a beautiful space and we are so grateful and happy to have such a wonderful place to work. We look forward to sharing our new digs with everyone (and enjoy it more fully ourselves!). We know this has been a challenging time, so we hope you are doing well.

The Kentfield mailroom also has a new home! **All mailboxes are now located in AC 256, on the corner exterior opposite the large conference room (AC 255).** The mailroom is accessible via key fobs, but campus visits are limited at this time. Everyone has been assigned a new box there and all mail that remained in the LRC mailroom was transferred to the new space. You will also find a drop box for outgoing US postal service mail, as well as a box for IVC intercampus mail. There is no copier in the new mailroom due to space limitation; however, there is a self-service machine available at our new location.

During the stay at home order, our department continues to support the College's needs for design, print,

receiving/courier, and mail services while also adhering to all safety and health department orders. We are available to process and complete orders for all and any necessary projects.

All College processes and policies regarding design and printed material, as well as marketing collateral and campaigns, are still in place regardless of the stay at home order. This includes emailed flyers, announcements and other public notices for all COM departments. **It is important we maintain consistency of message and continue to adhere to COM branding and all ADA requirements on our public promotional or informational material. Please submit all requests for graphic design, printing, or marketing material to College Services or contact us via email at aricciuti@marin.edu to discuss your needs or if you are unsure of what is required.** We are happy to work with you and assist with getting important information distributed.

We are here to talk to you about the challenges you are facing while working at home, teaching remotely and supporting students, and we want to assist you in any way we can. Reprographics has been known to be a fun, happy and safe place for everyone on campus. We want to remain true to that especially during these trying times.

Services During Campus Closure

During this time, we are also taking all the necessary steps to protect our team members, and as directed, staff will limit coming to campus except for necessary or planned visits according to the adjusted hours of operation. Please be advised of the following service adjustments for College Services departments.

Design and Print services: We continue to accept printing and design requests through the online Storefront <https://marin.webdeskprint.com/>

Mail services: USPS and intercampus mail will be processed twice a week, **Tuesday and Thursday.** Incoming and outgoing mail will be processed and distributed on those days as well.

Mailroom: The Kentfield Campus mailroom is now located in AC 256.

Courier/intercampus deliveries: The courier run and mail between the Kentfield and Indian Valley Campuses will be performed **twice a week only, on Tuesday and Thursday.** If you require assistance on other days, please contact us.

Receiving/warehouse: Receiving for all shipments, packages, and deliveries will be **Tuesday and Thursday, 9 a.m. to 1 p.m.**

Please limit any large orders unless absolutely essential as there is extremely limited space until the new warehouse opens. If you anticipate a delivery outside of these hours, please contact us to make arrangements.



Employee Assistance Program

We recognize how stressful these times are and want to make sure you are aware of resources you might find helpful. The Employee Assistance Program (EAP) offers confidential resources and up to six free counseling visits per issue.

You can find out more about our EAP by visiting the District's benefits website at [Employee Wellness](#) or reaching out to the EAP directly at 800-999-7222.

- Remote Work Tools and Resources - [Information Technology Support](#)
- Learning and Training Resources - [Training/Employee Development](#)
- District updates and resources - [Coronavirus \(COVID-19\) Updates and Resources](#)

Local Health Agency Updates

- [Marin County Health and Human Services](#)
- [California Department of Public Health](#)

If an employee experiences a disruption in employment, you may be eligible for unemployment insurance. For more information, please review the [online options](#).

- [Human Resources](#)
- [Labor & Workforce Development Agency \(LWDA\)](#)
- [Employment Development Department \(EDD\)](#)
- [Employment and Taxes \(CA.gov page\)](#)



WEDNESDAY

5.13.2020

12:40 PM

FACULTY AND STAFF APPRECIATION

2020 COM Faculty and Staff Appreciation

Human Resources

Working Remotely

Most employees will be working remotely, except for essential personnel. Please note, those designated as essential personnel may change depending on the circumstances, which are changing rapidly. Your supervisor will provide department-specific guidance for working remotely or will inform you if you need to report to campus. If you need resources or tools to work remotely, please let your supervisor know. If your supervisor has not contacted you, please reach out to them as soon as possible.

Essential Personnel

If you have been identified as essential personnel to be on campus, you are required to wear face covering and observe social distancing guidelines. Stay home if you are sick and call your primary care physician or the nurse advice line if you have a fever, cough, or shortness of breath. Continue to practice [good hygiene and respiratory etiquette](#); this is still the best way to reduce the risk of becoming infected with a respiratory virus.

Contact Information

Employees should ensure their employee contact and emergency contact information is up to date. [Instructions for Updating Personal and Emergency Contact Information](#).

Faculty and Staff Appreciation Webinar

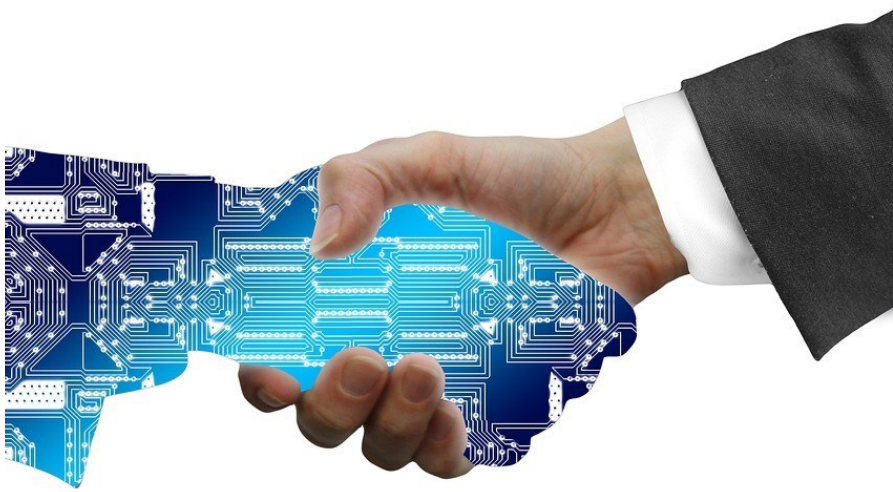
Please expect an email invitation to the Faculty and Staff Appreciation webinar on Wednesday, May 13 at 12:40 p.m. We will be honoring retirees and outstanding employees during this time. It has been a challenging year thus far, but we still have much to be thankful for. We encourage you to participate in the virtual [appreciation and thanks activity](#) to connect with COM colleagues. Click the link above or image below for more information.



1. Browse and find the image that you like. Right click to COPY IMAGE. Using touchpad on a laptop: Place the cursor on an image, hold down the control key, then press the trackpad and hold down. Select COPY IMAGE from the pop-up menu.

2. Create a new message in Outlook. Right click to PASTE the image into the email body.

3. Compose your message and send to the recipient(s).



How to Set up your COM Zoom Account

If you are a COM employee, with @marin.edu email account, you are qualified for a PRO Zoom license. This will allow you to host online meetings. Please note that other attendees are not required to have Zoom accounts or to register with Zoom.



Citrix provides a secure virtual platform to deliver applications and desktops to staff and students off campus.

The system is optimized to successfully serve multimedia applications, such as Adobe, AutoCAD, Rhino, etc. on personal computers and mobile devices. Please explore the Citrix Remote Apps from the MyCOM portal or using the link below <https://apps.marin.edu>. For technical support on your personal devices, please see the [Citrix support page](#).

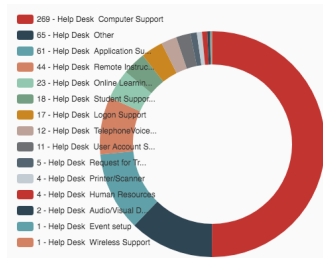
Information Technology

Laptop Allocations



In response to the stay at home restrictions, the District has moved quickly to provide laptops and other computer accessories to our users. Faculty, students, and staff, depending on their needs, were assigned various devices to accommodate their remote working or learning needs. If you are still experiencing challenges working or learning remotely, please reach out to the IT Department through the [MyCOM portal](#).

IT Support for Remote Learning



The IT Department has prepared for the anticipated surge in ServiceDesk tickets, as a result of the stay at home order. Our technicians have worked around the clock to help our community get online and into their meetings. We have patiently troubleshooted and repaired many applications and devices. From March 15th, we have logged 537 tickets, compared to 384 during the previous seven weeks. We will continue to provide the highest level of service our community

members deserve. Please submit a ticket through the [MyCOM portal](#) if you need IT support.

Business Process Digitization

In response to COVID-19 related challenges, the Administrative Services division is preparing for a large business process digitization project. We are currently in the assessment and planning phases. We recognize that changing our paper-based processes to computerized workflows will create major challenges, in addition to the already existing COVID-19 disruptions. However, to be fully functional with our current social distancing restrictions, we must digitize. With your cooperation and support, we are confident we will successfully complete this project.



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>

COVID-19 Updates and Resources

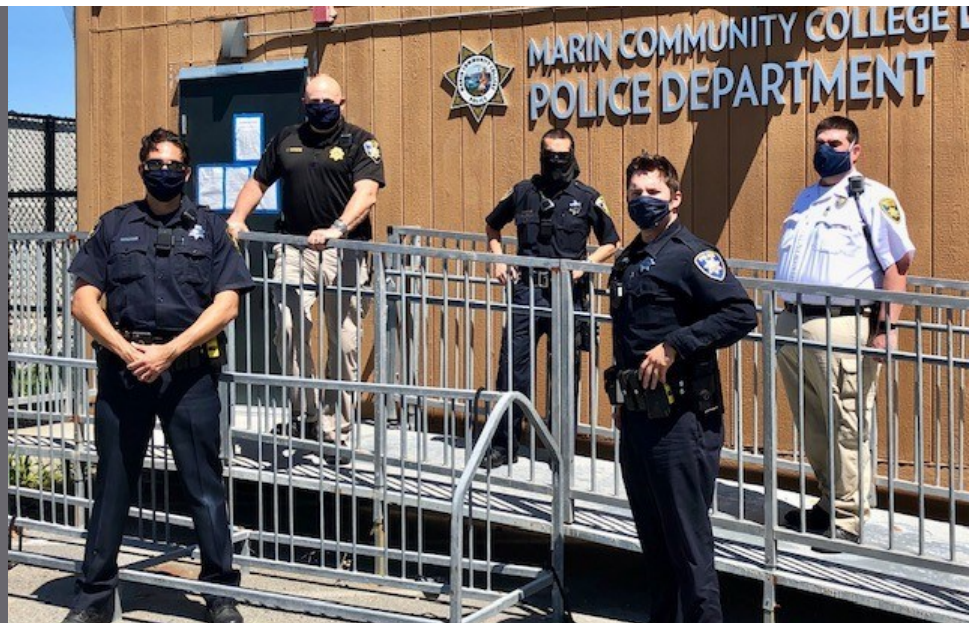
In order to stay as up-to-date as possible on the most current information about the Coronavirus (COVID-19), please check updates and resources provided on the [College of Marin website](#).



News Contact
Nicole Cruz, MPA
Director of Marketing and Communications
(415) 485-9508
ncruz@marin.edu

The following guides are available to support everyone while learning, teaching, or working remotely. We will continue to communicate with students, faculty, and staff regularly as new information becomes available.

- [Student Resource Guide](#)
- [Faculty Resource Guide](#)
- [Staff Resource Guide](#)
- [Accessibility Services](#)



Police

Our police department is here each day to ensure the safety of our campus, so please contact us if you need any assistance.

Please stay home and safe when possible, but if you must come to campus, it is open Monday – Friday from 8:00 a.m. to 5:00 p.m. Should you intend to enter any building, you must fill out the “COM Employee on campus during closure” form, and accurately account for what buildings and specific offices you plan to visit. This form can be found in multiple places on the COM website, it takes a few clicks to fill out, and allows us to track usage of our facilities and ensure they can be disinfected and safe for future use.

Employee on Campus During Closure Form

As of Wednesday, April 12, 2020 all persons in Marin county are required to abide by the public health order requiring the use of face coverings when they are interacting with others who are not members of their household, in public and private spaces. Please see the details at <https://coronavirus.marinhhs.org/masks-and-face-coverings>.

As a result of the update from [Marin County Public Health on April 29, 2020](#), and the institution of facial covering order, we have allowed pedestrian access at the College’s Indian Valley Campus. We will continue to prohibit vehicles to be in accordance with the health order prohibiting vehicles from driving to an area for recreation. The intent of the order is for persons to shelter in place, and walk to areas of recreation from their personal residence. While Indian Valley Campus is not a public park, it is park-like, has access to open space, and some visitors use it for recreation. Thank you for your cooperation in this matter.

For questions please contact Chief Marozick at jmarozick@marin.edu.



Maintenance and Operations

The Maintenance and Operations department has worked its way through several iterations of work scheduling as we have received and interpreted the stay at home order from Marin County. Director of Facilities Planning, Maintenance & Operations Klaus Christiansen and Assistant Director Jesse Hoffman have been rotating weeks on campus, and alternating by working remotely every other week. This has ensured that we are able to manage staff on site and limit potential exposure from COVID-19.

We initially scheduled custodial staff on rotating shifts, but this proved to be less adequate to sanitize the few remaining spaces being used and visited by staff, students, and faculty. As we continue to improve our distance education offerings it became apparent that students, staff, and faculty were in need of supplies to continue the teaching and learning process. With that came the need for students and staff to visit campus to gather these items. Because of this, we have custodial staff working a reduced shift to clean public spaces, offices that have been used and door handles of all buildings. This may sound excessive, but we are choosing to err on the side of caution to protect the well-being of everyone on campus. Please remember to thank our hard working custodial staff, while practicing social distancing of course, the next time you see them.

We also want to remind you of the importance of completing the **Employee on Campus During Closure Form** any time you need to visit campus. This is how we develop our daily cleaning plan for sanitization purposes.

We have also begun to bring back our grounds crew on a limited basis. If you have been on campus in recent weeks, you may have noticed how quickly things grow this time of the year.

Finally, the new Maintenance and Operations facility is nearing completion. There is a delay in the arrival of furniture, but this week we began moving in using temporary furniture from LRC building. This year-long project will house all Maintenance, Grounds and Custodial offices in one complex as well as a large warehouse for campus receiving in a separate building.

Prevent the Spread of COVID-19 in 7 STEPS

1. Wash your hands frequently
2. Avoid touching your eyes, nose and mouth
3. Cover your cough using the bend of your elbow or a tissue
4. Avoid crowded places and close contact with anyone that has fever or cough
5. Stay at home if you feel unwell
6. If you have a fever, cough and difficulty breathing, seek medical care early—but call first
7. Get information from trusted sources



Source: World Health Organization

Facility Rentals

I hope this finds you and yours safe and healthy!

We are continuing to monitor and adhere to the guidelines issued at the national, state and local levels related to limiting the size of gatherings and social distancing. Because of these regulations, the District has suspended external rentals through June 30th. We are continually assessing the current conditions and looking to best practices moving forward for when we do re-open to the public. We expect there will be restrictions regarding social distancing that will need to be implemented prior to returning to "business as usual." We have opened availability to reserve facilities beginning July 1 through December 2020 with the understanding that the reservations/requests may need to be cancelled or modified, due to potential facility use restrictions or to the college class schedules and events.

As colleges are considered essential institutions, we are working with other essential businesses in our community to assist during this pandemic. In conjunction with the Kentfield Fire District and Marin Arts and Gardens, the College will be the site for a county blood drive on May 19-20, 2020. Despite the stay at home order from Marin County Public Health, blood donation is permitted as it is considered an essential service. All social distancing, and face covering mandates will be observed during this event. If you are interested in being a donor, please go to www.bloodhero.com to make an

appointment.

We have begun entering summer and fall 2020 class schedules into Faciltron, and we are beginning to receive requests for events facility use in the fall. If there are any events, meetings or facility needs that I can assist you with.

I am looking forward to working with you all and navigating our way over the next several months. Have a great end to your semester!

Campus Events



Events and Activities that have been cancelled as a result of COVID-19, can be viewed on our [College website](#). We will communicate to

the College community as new information becomes available.

Commencement and Transfer Recognition

College of Marin's 93rd Annual Commencement ceremony will be held virtually to protect the health of our graduates, transfer students, their families, and our community. Family, friends, faculty, and staff can view the slides and speeches at any time on the ceremony webpage, and students can save individual slides and post them to their social media accounts. **The virtual ceremony webpage is scheduled to go live on Friday, May 29, 2020.** [Additional information](#) is online. Congratulations to the graduating class of 2020 and to all students who are transferring to a four-year university.

Contact Us

Give us a call for more information about our services:

Administrative Services
(415) 884-3101

gnelson@marin.edu

Capital Projects
(415) 485-9518

ifarias@marin.edu

College Services
(415) 485-9393

aricciuti@marin.edu

Facility Rentals
(415) 884-3124

lbacigalupi@marin.edu

Fiscal Services
(415) 884-3160

misozaki@marin.edu

Human Resources
(415) 485-9340

NHarris@marin.edu

Information Technology
(415) 884-3180

PEkoueTotou@marin.edu

Maintenance and Operations
(415) 485-9449

kchristiansen@marin.edu

Police
(415) 485-9467

jmarozick@marin.edu



Fusselman Hall exterior, Kentfield Campus