

ADMINISTRATIVE SERVICES

NEWS

Bi-Monthly Newsletter

October 2022

Remembering Leslie Barker

Leslie joined the College in September 2007 as an accountant and later became a senior accountant in July 2013. Leslie announced her retirement just recently, on October 5th. She was a beloved member of the Fiscal Services department and will be truly missed by all who knew her. Leslie was a great and long time member of Fiscal Services and helped with the many categorical and grant programs throughout the College along with supervising the cashiering function for the College.

In the words of those who knew her best, "She had that great smile, contagious/infectious laugh, and a magnetic/wonderful personality that everyone loved. She was funny, kind, very intelligent, hard-working, inquisitive, dedicated, helpful, an optimist, full of life, and always true to her convictions. She loved the outdoors



Leslie Barker

(hiking and camping) and traveling worldwide with her family. She was a trusted friend and colleague."

As more details around a celebration are announced and/or are open to the public we will make a follow up announcement.

Black Tie & Blue Jeans 2022 a Success!

The College put on its second annual Black Tie & Blue Jeans gala, benefiting College of Marin Learning Communities including MAPS, Puente, STEM, and Umoja. The program included inspiring speeches by students, dinner, and a performance by Los Lobos at the Jonas Center at the Indian Valley campus.

The event raised \$140K (gross), which we are excited to disburse among the learning communities after all expenses are accounted for. Grant applications will be sent out in November and learning communities will be allocated 20k per group. Grant applications will be used to show how the funds will be spent over a 12 month cycle.

A big thank you to the generous sponsors who helped to make it a successful event.



Black Tie & Blue Jeans student speakers, Bill and Adele Jonas Center, Indian Valley

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CBOC Meeting

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

There are currently vacancies for:

- Student Organization Representative
- Taxpayer Organization Representative

[Apply to join the Citizens' Bond Oversight Committee](#)

Next Meeting

[Wednesday, January 18, 2023](#)

4:30 – 6:00 PM

Kentfield Campus

Academic Center, Room 229

835 College Ave.
Kentfield, CA 94904



Black Tie & Blue Jeans Dive Lab, Diamond Sponsor, Bill and Adele Jonas Center, Indian Valley

Capital Projects

Learning Resources Center

“Make Ready” Projects continue as a way to prepare the site for the quickly approaching construction phase of the Learning Resources Center. The team’s focus has shifted to preparing for and scheduling Increment 1 of the Construction phase. Please join us at **COMMunity Hour on November 14 in AC 255** as we share the final submitted design and discuss what to expect during the construction phase of this project. In case you aren’t able to join us for the COMMunity Hour we will also be holding a Town Hall **via zoom on November 29th at 7pm**. More details for that meeting to follow.

Bolinas Field Station

Complete design drawings have been submitted to Marin County for review and we expect to have a permit in hand by the end of the year. Once we have a permit we can begin soliciting bids for the construction of that project. Multiple meetings have been held with the local community to update them on the progress. Fundraising continues to raise the remainder of the project funds.

Facilities Master Plan

The process to update the Facilities Master Plan is almost complete. Having completed the first round of internal and external stakeholder meetings, staff have developed a set of Draft maps that include projects that align with the Strategic and Educational Master Plans. The Capital Projects team has scheduled the second and final round of meetings with internal and external stakeholders. These meetings will take place throughout the rest of this month and November. If you would like to participate in this process and haven’t participated through any of the internal COM stakeholder groups please reach out to [Isidro Farias](#), Director of Capital Projects. The Board of Trustees was presented with an update to the FMP process at the October 18th regular board meeting. We are on track to present the new Facilities Master Plan for approval to the Board of Trustees in January 2023.





Linda Terry, Senior Payroll Specialist

Fiscal Services

Congratulations are in order!

We are pleased to announce that Linda Terry has been promoted to Senior Payroll Specialist. Linda joined COM in 2006 and shared the following about her role at the College:

“I love my job and the people I interact with. It is a very challenging job, but also very rewarding. My objective in my new position is to do my very best. I want to learn as much as I can and be proficient in my position. Ultimately, my desire is to make a difference in the lives of my colleagues, faculty, Management and the students we serve.”

The previous position of Payroll Specialist is currently out for recruitment and we should be wrapping that recruitment up before spring semester.

Purchasing

Please be reminded that effective April 1, 2022, if shipping is required, purchases must be shipped to one of the following designated District addresses:

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

This includes Amazon, Office Depot, Staples and other vendor orders. Any purchases shipped to an alternate address will not be reimbursed by the District. Please be sure to use the current version of the Check Request which is on the Adobe Sign [template](#) library, and MyCOM [portal](#) under Employee Only [forms](#). Older versions of the form will be rejected by Fiscal Services.

Signature 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 for can bind you to that contract, goods, or services personally. So please check the signature authority board resolution at the following [link](#) before you proceed.

Purchasing guidelines are also adopted by the Board of Trustees as not only guidelines but parameters in which we work every day for purchasing goods and services. You can find these items at the following [link](#).



Campus Event Promotion

We are here to assist with all event promotional material and appreciate advance planning so we can accommodate the dozens of ongoing events, celebrations, performances and programs at COM.

Helpful Tips

- Ideally, 6-8 weeks in advance, submit a Design Request to have an intake meeting scheduled to discuss your event needs and to set a timeline for deliverables. You can find the Design Request form [here](#).
- Prepare and gather your content, including details of the event's purpose, audience, time, place, images or graphics, etc. *in advance* of the meeting if possible. This will expedite the process immensely.
- There is no need to prepare a "sample" of what you'd like designed. A Word document or shared drive with text files, image files or other content is ideal but no formatting or design is needed. During the intake, you will have time to describe your ideas and suggestions and the designer will offer suggestions for best practices of promoting the event.
- **Event signage:** Please consult with the designer regarding recommendations for directional signs, and other informational signage. The designer can recommend the most effective approach for each campus and the specific event.



Be Kind by Shook Chung

College Services

Happy fall and Happy Halloween! College Services has been busy assisting with many projects this semester due to the return of in person events on campus, as well as our usual bustling fall schedule.

Another Award... and more!

College Services is proud to announce that Shook Chung has once again won a very exciting award! Shook received a UCDA Design Awards 2022 Award of Excellence in Photography for her photo entitled, *Be Kind*. The University & College Designers Association (UCDA) inspires designers working in academia in North America and around the world by delivering relevant programming and benefits in a personal and thoughtful way. The organization provides for the professional and personal growth of its members, and advocates for designers' and educators' roles within their institution. UCDA works to elevate the importance of design overall.



Featured artwork by Shook Chung

And if that isn't enough, another of Shook's photos made the cover of the Spring 2022 quarterly UCDA Designer magazine.

Needless to say, we are very excited and proud that Shook's great work is being recognized and honored.



Maintenance & Operations

The week of September 11th was International Housekeepers/Custodians Week. The District spent the week celebrating our hard-working custodians with daily events.

Monday, Custodial Supervisor Karol Dailey met with the Kentfield daytime custodians for coffee in the morning and brought “breakfast” to the evening shift at both Kentfield and Indian Valley. On Tuesday, the groups were both treated to a small appreciation gift and a raffle ticket for a larger prize for one individual.

Wednesday, Vice President Greg Nelson held an all-day retreat for all custodians at the IVC campus. During the retreat VP Nelson toured the custodians around the new and remodeled facilities at IVC including the Pomo Cluster, the Miwok Aquatic and Fitness Center, the Jonas Center and the Indian Valley Organic Farm. Food was provided by Dee’s Catering. The staff thoroughly enjoyed a treat of some fresh produce from the IVC Organic Farm.

On Thursday, Director of Facilities Planning, Maintenance and Operations, Klaus Christiansen, with assistance

from the trades and grounds staff, hosted a BBQ at the Robert Neil (Bob) Thompson Corporation Yard. We were joined at the BBQ by retired custodial Supervisor Jeff Cox and retired custodian Dan Keener.

To close out the week, the Kentfield morning and evening crews once again received breakfast in the break room. Karol Dailey brought the day crew at IVC breakfast and provided coffee for the evening crew. I want to extend a warm thank you to the College community who took time to appreciate the hard-working custodial team.



Goody Baskets for Custodial Appreciation Week

Information Technology

COM is Working to Improve Student Experience and Increase Engagement!

The IT department is leading a District-wide effort to improve student experience and increase engagement through the adoption of the below platforms. They are both available from mobile devices.

[Ocelot](#): it is an AI-powered (Artificial Intelligence) Communication Platform for answering student inquiries. It includes Two-Way Texting, Chatbot, Live Chat, & Video Library. The tool provides accurate and timely answers, and greatly expands COM service [hours](#).

[Qualtrics Experience Management \(XM\)](#): the tool will help collect various data points and, on some occasions, analyze student general sentiments. Feedback will be used to improve services with a closed loop approach.

Great ShakeOut October 2022

Thank you to everyone who participated in the College of Marin (COM) Great ShakeOut drill on Monday, October 17, at 10:17 a.m. at Kentfield, and Wednesday, October 19, at 10:17 a.m. at the Indian Valley Campus.

Earthquake drills are an opportunity to practice and prepare for earthquakes to prevent disasters from becoming catastrophes. **Remember to DROP, COVER, and HOLD ON during the drill. We practiced evacuating our buildings after dropping, covering and holding on for one to two minutes.**

Thank you for participating in this drill, and thus creating a safer environment for all of us at COM.

Shake Out™



Police

iParq

We started our iParq virtual parking hybrid system this fall. As you know this virtual parking system allows parking on campus without a physical parking permit. This process is a cost-effective and efficient way to modernize our parking system, while making the purchase of a parking permit more user-friendly. Visitors may still choose to pay daily via the old system through a parking kiosk and display a physical permit if they wish.

Most people have chosen to purchase a permit through our virtual system. Once an account is established, purchasing an additional day is very easy using the website, and/or scanning the posted QR code. Remember that physical staff permits expired at the start of October so please obtain a virtual permit as a physical permit is invalid now.

We have seen very few problems as the following virtual permits have been purchased.

The top three challenges so far have been staff and students creating a new account in lieu of logging in through their MyCOM Portal, persons with more than one vehicle attached to an account, and incorrectly entering your license plate.

1. Log in through your MyCOM Portal directly to the permit storefront. This will allow you to see your Pre-Approved Parking Permits (Staff, Credit Student, or reduced price financial aid permit), and have your contact information

imported automatically. Daily parking permits will remain visible as an option if a student does not want a full semester parking permit.

2. Only one vehicle may be active at a time. Please ensure the vehicle you are currently driving is the active vehicle. If you change vehicles you drive to campus, you are subject to a citation if you do not have the vehicle you are driving that day active on your account.
3. A Zero is different from the letter O. Telling the difference is fairly easy with standard-issue plates, because of where the 0 or the O falls in the alpha-numeric sequence. The current pattern for many recent cars, for example, is one number, three letters, three numbers. Zeros are not used in personalized plates. The letter O is more rounded than the oval shaped 0. If you enter your vehicle's license plate incorrectly, then your vehicle will show up as unpermitted. Please check your license plate and adjust your iparq account if you have incorrectly entered your license plate.

iparq
Experience The Power™



District Wide Use of COM Facilities

Community use of our facilities continues to thrive at both campuses. Local schools and organizations, recreational and athletic clubs, performing arts companies and county, city and town organizations continue to utilize our facilities. We are thankful for the wonderful partnerships and relationships that have built and continue to build.

Now that we are back in person, more and more departments on campus are holding on campus events. It has been great to see our students, faculty, staff and administrators getting together all in support of our students.

Following is a quick reminder regarding the process when holding events on campus, requesting classrooms, conference rooms and other requests. We want to make sure **ALL** campus events are scheduled, coordinated and on the calendar.

Continued on page 8.

Community Programs

Community Programs is buzzing with activity from beekeeping classes to Quinceanera celebrations!

Community Education

Community Education Fall Term 2 begins the week of October 17th. Community Education offers short-term courses designed to meet the community's learning and enrichment needs. Here is just a sampling of our upcoming classes:

- **Bird-Watching in Northern California**
- **Fitness Swim**
- **Knife Skills 101**
- **Figure Painting**
- **Abstract Ink Painting**
- **Plugging into Electric Vehicles**

Visit www.marincommunityed.com for class details, times and registration.

Wine Country Brunch

In partnership with Nugget Market, Community Education is offering a series of Culinary Events.

A Wine Country Brunch was offered on Saturday September 24th in the IVC Organic Farm & Garden kitchen. Students learned to create a delicious brunch of buttermilk cakes with blackberries and Moscato, goat cheese tomato garlic souffles, chicken-apple breakfast sausages, poached eggs with artichokes, white truffle cream and mushrooms.



District Wide Use of COM Facilities

Continued

1. Plan Ahead
2. Classroom and computer lab requests should be made to James Kuromiya in OIM and cc: Lindsay Bacigalupi via email
3. All conference room and other facility requests are to be made through Facilitron. If you need access to Facilitron, please contact [Lindsay Bacigalupi](#)
4. Submit necessary requests for setup/breakdown, clean up, locking and unlocking, IT/Media needs, and any forms required by Advancement and College Services
5. If your activity includes using the College logo or artwork on any distribution, please complete the appropriate request through the [College Services Storefront](#)
6. If your activity includes photography or filming on campus, you must distribute the Photography and Video Release Agreement

It is wonderful to bring our community together, so if there is anything we can do to assist, please let us know. Please reach out to [Lindsay Bacigalupi](#)



Black Tie & Blue Jeans, Bill and Adele Jonas Center, Indian Valley

Facility Rentals

Bill and Adele Jonas Center has been opened for just over a year now and has built good relationships and brought the Marin community and beyond to the IVC campus. Since September, the venue has hosted a variety of events - a Quinceanera, COM's Black Tie & Blue Jeans fundraiser, weekly Rotary Club luncheons, COM Retiree luncheon, Rotary Club Ignacio's Burgers, Brews and Comedy fundraiser, Perfect White Tee Local Faire, Spiritual Resiliency Training for Travis Air Force Base, COM's Classified Professionals Breakfast, Resiliency Training for Marin/Sonoma County First Responders, and San Francisco's Sacred Heart High School Freshman 4-Day Retreat. In the month of October, Jonas Center will host 100 Marin CVNL (Center for Volunteer and Non-Profit) Reception, a Wedding Reception, [San Rafael Chamber of Commerce's Women of Industry Event](#), Hennessey Fund's Fundraiser for Okizu, and [Heal and Create Writer's Group](#) with an appearance by Marin's very own novel writer, Anne Lamott.

[Dee's Organic Catering](#) moved into Building 18 of the Jonas Center and provides catering to schools, local events and our College.

Francisco Littlejohn, Facilities Technician, received a very special shout out from the Resiliency Training that said "A **BIG THANK YOU** to you and your staff (Francisco) for making this all happen and run smoothly for us! We appreciate it so much! Hope to come back soon!" and the entire team received accolades from CVNL, "Stunning venue and a wonderful event team at the Jonas Center!". See recent photos of the Fall events by clicking [here](#).

The [Jonas Center Promotional Flyer](#) is live on the Facilities Rental Page.

Miwok Aquatic and Fitness Center continues to host a variety of Aquatic Events and Meets. We are fortunate to have a couple of diving clubs utilizing the Dive Tower during the weekends, Dive Lab offers Sunday [Community Dive Days](#), other events include MCSA Water Polo Tournaments, COM Water Polo Home Games, Marin Catholic Water Polo Games, and TCA Senior Open. We will also host San Rafael Police Department Training at the Dive Tower, another COM Water Polo Tournament on October 15th and a TCA Swim-a-thon at the end of the month.