

ADMINISTRATIVE SERVICES

NEWS

Bi-Monthly Newsletter

October 2023

October is a month of profound significance as we acknowledge three vital observances that touch our lives in unique ways. It is a time for reflection, understanding, and celebration, and I'd like to extend my gratitude and support to our incredible District.

ADHD Awareness Month

ADHD (Attention Deficit Hyperactivity Disorder) Awareness Month provides us with an opportunity to foster greater understanding and empathy for individuals who navigate the challenges and strengths of ADHD. It's a time to recognize that neurodiversity enriches our world with unique perspectives and talents.

Let us take this occasion to learn more about ADHD, offer support to those affected, and create a workplace where all can thrive. Together, we can champion inclusivity, break stigmas, and value the diverse minds within our team.

Breast Cancer Awareness Month

Breast Cancer Awareness Month serves

as a powerful reminder of the resilience of those who have faced or are currently facing the battle against breast cancer. It's a time for compassion, support, and empowerment. Together, we stand with those impacted by this disease and honor their strength.

Let us come together to raise awareness, prioritize health, and encourage regular check-ups. By doing so, we can contribute to early detection and improved outcomes. Breast cancer affects not only individuals but their families and loved ones, and our solidarity is vital.

LGBTQ+ History Month

LGBTQ+ History Month celebrates the history, achievements, and contributions of the LGBTQ+ community. It's a time to recognize the progress made in the fight for equality and justice while acknowledging the work that remains. In our College, diversity is a source of strength, and we stand firmly in support of all our LGBTQ+ colleagues.

Let us commemorate this month by embracing the value of diversity, respecting each person's unique identity, and continuing our commitment to an inclusive and equitable workplace. LGBTQ+ History Month reminds us that we all play a part in fostering a culture of acceptance and belonging.

As we celebrate these three important observances, let us be mindful of the common threads that run through each of them - the power of understanding, support, and unity. Together, we can make a difference by learning from one another, advocating for change, and creating a workplace where everyone feels valued and respected.

Thank you for being a part of our diverse and vibrant College of Marin family. Together, we can make a positive impact, raise awareness, and celebrate the richness of our shared humanity.



COM Patrol Car—Breast Cancer Awareness Month

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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:

- Business Community Representative
- Student Organization Representative

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

Next Meeting

[Wednesday, January 17, 2024](#)

4:30 – 6:00 PM

Kentfield Campus AC 229

835 College Ave.
Kentfield, CA 94904

Other Capital Improvements

IVC Pomo 7 Improvements

The tenant improvements for Pomo 7 have begun. The improvements are being made to support new programs in Career Technical Education.

Landscape Improvements

Planting and irrigation has been completed outside of the Miwok Aquatic and Fitness Center to add visual appeal, and to help with erosion control.



Alten Construction, Learning Resources Center Ground Breaking Ceremony, Kentfield

Capital Projects

Learning Resources Center

Increment 1 of construction is wrapping up and Increment 2 has begun.

Activity will be picking up significantly on site over the next few months as rebar is installed and concrete is poured for the building foundations. A few very large pours will occur in November/December that will require the team to work over the weekends and the team will be sending out notifications and doing their best to minimize the impact to the internal and external community.

Bolinas Field Station

Construction on the facility has begun with rough grading of the site in preparation for the building foundation. There are a few remaining items for demolition that will be completed in the upcoming weeks. A community meeting was held on September 21 to introduce the General Contractor to the community and walk through the construction logistics plan.

Fire Foundry

The District is partnering with Marin County Fire District on the design and construction of a facility that will support the Fire Foundry program, which will utilize Building 17 and a portion of Building 21. Meetings with the A/E firm, HGA/Brick have begun.

Kentfield PE Complex Updates

Updates in the PE complex including the repair of the pool deck and the replacement of the bleachers in the gym are in design. Drawings have been submitted to DSA for approval. This project will potentially take place May to September 2024, pending funding availability.

College Services

COM is fortunate to have an award-winning, experienced team of graphic designers and web support to assist with all your needs. It has been said that College Services is the storyteller of COM's brand and as such, the design team turns that story into reality when they create promotional material for the college. This is one of the reasons we rely on working together with you to create flyers, posters, brochures, banners, signs, postcards, programs and all other public facing promotional material that represents College of Marin.

The designers have the knowledge, skills and ability to use best design practices, as well as knowing to include important information such as ADA requirements, COM policies, facilities information, and correct brand elements. There are also copyright and usage issues to consider. When designing is done outside of the department, very often there are factual errors or other important information is omitted or violations may occur, so it benefits everyone if we work together. No one wants to be the "Brand police" or obstructionist, however we all share the responsibility to tell the story of COM and tell it the right way. Creative Services can help you do that.

Campus Event Promotion

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

Getting Started Guide

- Submit a [Storefront](#) Design Request (ideally 6-8 weeks in advance) to request your design project.
- Prepare and gather your content, including details of the project's purpose, audience, time, place, images or graphics, etc. in advance of the meeting if possible. This will expedite the process immensely. A Word document or shared drive with text files, image files or other content is ideal but no formatting or design is needed.
- A designer will be assigned to your projects. If needed, they will set up an intake meeting to discuss your project needs and to set a timeline for deliverables. 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.
- After the meeting, you'll receive a proof from the design team to review. Once the proof process has reached final approval, your project file will be finalized for print or distribution as needed.
- If revisions or updates to a previously designed project are needed, simply upload the file with edits and the designer send you a proof to review.



Once your design is finalized, the designer will instruct you to create print requests if needed. The designer will upload the final print file – you do not need to attach any files to your print orders unless instructed to do so or if the project is a reorder with no changes (if so, please indicate in the order).

You will be notified when your print order is complete.

Event signage:

Please consult with the designer regarding recommendations for directional signs, sandwich boards and other informational signage, rather than ordering large quantities of signs. It is not necessary to over-sign events and the designer can recommend the most appropriate amounts that will be most effective for each campus and the specific event.

Please reach out to [Annie Ricciuti](#) if you have any questions about requesting services. Thank you!

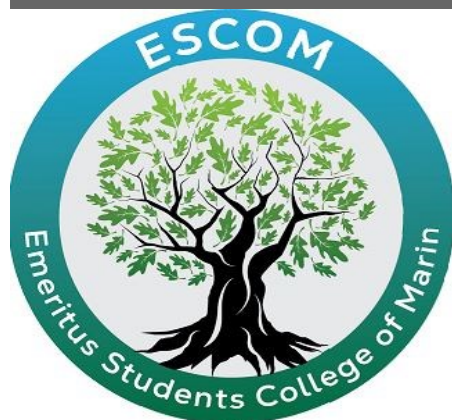
Save The Date: Celebrate 50 Years with ESCOM

October 14, 2023

1-4:00 p.m. Jonas Center



Congratulations to the first cohort of the CNA (Certified Nursing Assistant) Program!



Miwok Aquatic and Fitness Center

Fall Lap Swim Schedule

Tuesday, Wednesday and
Thursday

1:00—3:00 p.m.

Fitness Center Schedule

Monday to Thursday

11:30 a.m.—2:00 p.m.

Community Programs

Several aquatic events have happened and are happening at Miwok Aquatic and Fitness Center. From September through November we will have held two swim meets with 1,600 athletes, multiple College of Marin and youth water polo events, will be the host site for the California Community College Athletic Association men's and women's water polo Nor Cal and State tournament, and a master's swimming conference. These events will round out the Miwok event year at 46 events!

Community Education

Community Education would like to highlight the Watershed Approach to Landscaping series, a collaborative program sponsored by Marin Water. This Saturday class series has been developed to engage the public in current thinking on conservation practices and assist home gardeners in the step-by-step process of creating their own beautiful, environmentally sensitive, waterwise landscapes. This month, Marin Water was recognized for outstanding public engagement by the Irrigation Association, a national organization, honoring this program for engaging and educating community members about smart and efficient technologies, best practices and programs related to outdoor water-use efficiency.

Classes include:

- Design Inspiration: Gardening with a Sense of Place: *Learn about the environmental qualities that make Marin such a special place—the watersheds in which we live and garden, our varied microclimates, native plant communities and the wildlife they support.*
- Designing Your Home Landscape: *Understand basics of successful landscape design, how to create a site plan and planting plan that reflects your vision and supports our environment.*
- Design Your Garden as a Mini Ecosystem: *Identify and plan for the environmental factors in your garden that can affect the success of your design.*
- Irrigating Efficiently: How Much Water Does Your Garden Need? *Learn the basic components of an irrigation system, which types are best for your garden and how to set an irrigation schedule.*
- Building Healthy Soil in Your Garden: *Understand the basic soil types, how to improve them with easy methods mimicking natural processes, home composting and the science of decomposition.*



COM Student and Staff Keynote Speakers, Black Tie & Blue Jeans



Bill and Adele Jonas Center



Miwok Aquatic & Fitness Center



Bill and Adele Jonas Center



COM Staff, Marin Co. Business Expo

Community Programs

continued

Jonas and Indoor Spaces

As we move into the Fall months, Jonas Center will have numerous private celebrations, conferences and retreats. Facilities also rents out various classrooms and the James Dunn Theater when not being used for college purposes.

The San Rafael Chamber of Commerce will host the annual Women of Industry Celebration at the Jonas Center on October 25, 2023, featuring a variety of women owned Restaurants and Caterers. Hear the inspiring program celebrating women in business and find out who will be crowned the 2023 Women of Industry Leader and Community Benefit Leader honorees. [Tickets](#) are available now for purchase.

[Novato Speaker Series](#) will be held on Thursday, October 26 at 7 p.m. Marin locals Cris Gargano and Buddy Biancalana, World Series Hero, will be discussing leadership in sports and special sports stories. Cris worked with the SF Giants, Oakland Raiders and NY Jets in various positions.

Tickets: \$25.00 per person and \$10.00 for students.

[Sparkle Foundation](#) hosted their first Brunch Fundraiser at the Jonas Center and when all was said and done, the non-profit raised over \$100,000! The money raised will allow the foundation to serve 80 families this year for Christmas. Sparkles energies are geared towards single mothers caring for their children and women who have become derailed due to the uncertainties of life who just need a little nudge to get back on track. Women helping Women! Check out the highlight [video](#)!

Organic Farm

The Indian Valley Organic Farm stand open Saturdays through October from 10 a.m. – 1 p.m. For more information email organicfarm@marin.edu.



Program, Black Tie & Blue Jeans

*"You are stronger
than you seem,
braver than you
believe, and
smarter than you
think."*

*-Christopher
Robin (Winnie the
Pooh)*



Executive Staff, Black Tie & Blue Jeans



COM Staff, New Breakroom, Indian Valley Campus

Fiscal Services

- The Indian Valley Campus Breakroom has been completed.
- The FY 2022-2023 Annual Financial and Budget Report or CCFS 311 has been completed and submitted to the California Community Colleges Chancellors Office. A big thank you to Brianna Haggitt and Michelle Greitzer for the heavy lift!
- Fiscal is preparing for the FY 2022-2023 audit with District-Wide financial statements to be presented at the November 14, 2023 Board meeting.
- Budget managers must use the **FOAP Change Form** when changing the funding source of an employee's salary. This form is available in MyCOM's [Employee-Only Forms](#) under Fiscal Forms.
- Gentle reminder from Fiscal: Our Accounts Payable Team requires an invoice to remit a vendor payment. Quotes, bids, and Agreements For Services may define the terms, but the dollar amount may be different than the final invoice. To prevent an extra step of increasing the PO encumbrance to accommodate the variance, or paying an incorrect amount all together, we request an actual invoice to pay. Thank you.



Future Flooring, Diamond Sponsor, Black Tie & Blue Jeans, Jonas Center

Information Technology

Improvement to Spam Filter: Microsoft Email Quarantine

Because of the increased rate of targeted phishing attacks, we have enabled the Microsoft Quarantine feature in our email system. Since the spam filters may catch some legitimate emails, there is an easy process to release them, block the sender, or review the message before making a decision. You will frequently receive an email from

["quarantine@messaging.microsoft.com"](mailto:quarantine@messaging.microsoft.com) with the following subject line: *"Microsoft 365 security: You have messages in quarantine."* Open that email and proceed as indicated.

Watch a quick video on the Microsoft Quarantine feature and how to use it. Please note that COM configuration allows users to "release" their own email.

[Managing the user quarantine in Microsoft Defender for Office 365 - YouTube](#)

Learn more about the Microsoft Quarantine

[Quarantine notifications \(end-user spam notifications\) in Microsoft 365 | Microsoft Learn](#).

Office 365 Applications Training: Live and On Demand User Training

Microsoft offers online live training sessions or watch on demand training videos to learn how to use Microsoft 365 apps to work more efficiently with your team. You will find a course that's right for you. Visit the link below to get your questions answered and interact with Microsoft live moderators.

<https://adoption.microsoft.com/en-us/user-training/>



Maintenance & Operations School Dude Update

Between October 1 2022 and October 1 2023, the Maintenance and Operations Department completed or closed 2,423 work orders. During our annual review of remaining open work orders in the School Dude Maintenance Direct work order system, we were able to identify over 400 open work orders that are very outdated, never marked complete or assigned to individuals who are no longer with the college. Because of this we are not able to determine if these work orders are still valid, or were just missed in the close out process.

As we continue our review we will be closing out open work orders which are more than 6 months old. If you receive a notification that the work order has been marked complete or closed and believe the work still needs to be completed, please submit a new work order so that we may review and prioritize staff work.

If you have any questions please contact Director [Klaus Christiansen](#), Assistant Director [Enzo Garetto](#), or Custodial Supervisor [Karol Dailey](#).



Contact Us

Give us a call for more information about our services:

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Upcoming Events

COM and Public Events Through December 9*

Date	Event	Location
October 14	ESCOM 50 th Anniversary	Jonas Center, 12:30p
October 18	It's Fall Y'all	AC Quad, 11a-2p
October 23	The Revolutionary Art of Emory Douglas Art Exhibit	Fine Art Gallery, 12p
October 25	Career and Exploration Fair	PV 2 Quad, 12:40p
October 26	Rotary Club of Novato Speaker Series	Jonas Center, 6p
October 26	A Night with Emory Douglas	James Dunn Theatre, 5p
November 2	Nursing Wing Dedication	PA Lobby
November 3-5	Contemporary Opera Marin	James Dunn Theatre
November 3-4	Thunder Coast Aquatics Age Group Swim Meet	Miwok Aquatic Center
November 10	Veteran's Day Holiday Observed – College Closed	
Nov. 10–11	CCCAA Nor Cal Water Polo Tournament	Miwok Aquatic Center
November 12	Pacific Masters Clinic	Miwok Aquatic Center/Jonas
Nov. 10–12	Marin Symphony	James Dunn Theatre
Nov. 16-18	CCCAA State Water Polo Tournament	Miwok Aquatic Center
November 18	Dr. Eva Long Celebration of Life	Jonas Center
Nov. 23–26	Thanksgiving Break – College Closed	
November 23	Turkey Trot	IVC Campus
Nov. 24–Dec. 10	A Dolls House, Drama Performance	Studio Theatre
December 1	COM Jazz Ensemble	James Dunn Theatre, 7:30p
December 2	COM Golden Gate Brass Band	James Dunn Theatre, 7:30p
December 9	COM Symphony Orchestra	James Dunn Theatre, 7:30p

*We apologize for any events we have inadvertently omitted. This is a list of College of Marin and public events on our campuses submitted to Community Programs. Private events are not listed and may occur any day of the week.