

ADMINISTRATIVE SERVICES

NEWS

Bi-Monthly Newsletter

October 2018

Sustainability



College of Marin provides numerous avenues for sustainability throughout the organization including recycling of reclaimed wood, solar generation, geothermal piping, reclaimed concrete

and so on. While everything is not perfect, the College Maintenance & Operations department strives to improve on a regular basis. There will be a new pilot project rolled out in the SMN building in the next couple of weeks that will transform how we handle the recycling of paper, cans, and trash. Thanks for your support in helping us meet these important initiatives as we move forward.

Name Change

We have changed names from the Office of College Operations to Office of

Administrative Services. This name change makes the department more cohesive and represents all facets of the division and not just the operational aspects of the College.

Welcome HR

I want to welcome the Human Resources Department to Administrative Services. In June, Human Resources relocated to the newly renovated Building 11 at Indian Valley Campus. The first floor houses a permanent records room that was developed for Human Resources and Legal Services, and the second floor is dedicated for staff offices and a conference room. At the September 2018 Board meeting, Nekoda "Nikki" Harris Assistant Director of Human Resources was promoted to Director of Human Resources. Congratulations Nikki! Please join me in welcoming the entire Human Resources staff in Administrative Services.

Food Option at IVC

Please see the note on the new food options at IVC on page 4. These units

provide fresh food from a lot of local restaurants like Rustic Bakery and are re-stocked on a regular basis. This machine has been used quite



extensively so far and has provided the campus with good options for food so that you do not have to leave campus.

Great Stuff Ahead....

Please take the time to review all of the materials, articles, etc. in this edition of our newsletter. There is a lot of great information, and if you ever have any questions please feel free to reach out to us by email or phone.



Miwok Aquatic and Fitness Center Groundbreaking Ceremony, Indian Valley Campus

In This Issue

- Sustainability (p. 1 & 8)
- Measure B Projects (pp. 2-3)
- Payroll Reminder (pp.4-5)
- New Receiving Clerk (p. 6)
- Human Resources (p.7)
- M&O and Police Updates (pp. 8-9)
- IT Update (p. 10)
- Facility Rentals (page 11)

Next CBOC Meeting

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

Tuesday, January 22, 2019 at 4:30 PM

Kentfield Campus
835 College Avenue
Kentfield, CA 94904
Academic Center 229

Upcoming Milestones

Winter 2018 –
Beginning of Miwok Project at IVC

Early 2019 –
Beginning of Jonas Center & Building 18 at IVC

Summer 2019 –
Completion of Buildings 3-7 of the Pomo Complex at IVC

January 2019 –
Opening of Phase II of the field project at KTD, which includes the baseball field.



Organic Farm Classroom Buildings



Organic Farm Kitchen, Indian Valley Campus

Capital Projects

Measure B Bond Projects

The Indian Valley Campus and the Kentfield Campus continue going through major changes. At the September 29, 2018 IVC Open House we were able to showcase the Indian Valley Projects and show the progress to date. If you haven't been to IVC recently, you will notice that the Miwok Cluster is no longer there. Construction will continue throughout the Fall at both campuses; however, the bulk of the construction projects will continue to be at IVC. The year 2020 is shaping up to be a busy year for us as that is when the major projects at IVC are scheduled to be completed.

At the Kentfield Campus, work continues on Phase II of the Athletic Fields with anticipated completion in early 2019. The Phase II work includes completion of a new synthetic turf baseball field along with other related structures. Phase I work which includes new tennis courts, new synthetic turf soccer field and sand volleyball courts was completed this Summer. We are currently scheduled to start the construction of the Maintenance & Operations Building in Spring 2019. Fusselman Hall is in the design stage and we are anticipating starting construction in Summer 2019.

At the Indian Valley Campus, we started Phase II of the Pomo Cluster. The work includes making interior improvements to the buildings and work is expected to be completed by next Summer 2019. The exterior improvements have been completed. The Miwok Cluster has been demolished and construction of the Miwok Center is starting in November of this year. The Organic Farm classroom buildings are completed and the second phase which includes the greenhouse and related site work is nearing completion. The Jonas Center is in the permitting stage and is expected to also start construction in early 2019.



Miwok Cluster Demolition, Indian Valley Campus

New Admin for Capital Projects



Monica Rudolph has worked at COM since 2011, as Administrative Assistant in the Math & Science Department, supplementing part-time hours before 2014, with gigs in Enrollment Services, the Career Center, and the Placement and Testing Center. She has very much enjoyed and benefitted from working with faculty and students and by participating in the COM shared governance system throughout the years. Monica eagerly anticipates adding to her skills and knowledge of the campus as she transitions to supporting Isidro Farias, Director of Capital Projects and Lindsay Bacigalupi in Facility Rentals.

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.

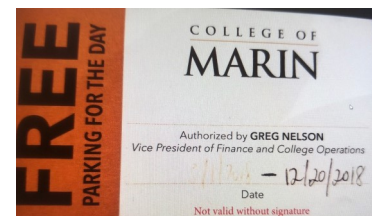


Maintenance & Operations Building Rendering



Free Parking Passes

Over the last 2 years, I have used the following to help students and departments overcome first week parking anxiety. However, some areas have abused this pass and over the last few weeks we have noticed a large number of “one day passes” either not signed or trying to be used for the entire semester. Effective November 1, 2018, these passes will no longer be valid. We will develop another method to try to help students; meanwhile, these free parking passes must come to an end.



Byte Foods Smart Refrigerators at IVC

The District has arranged for 2 Byte refrigerators to be installed at the Indian Valley Campus for staff, faculty and students. The “smart fridges”



are stocked with healthy, locally sourced meals, snacks and drinks,

easily available for purchase with the swipe of a debit or credit card. There is an electronic display on the front of the fridge where a user can view the ingredients and price of each item.

Once the card is swiped, the fridge can be opened and items removed. The card will only be charged for the items removed and a receipt can be sent to your email of choice. Each item is tagged with an electronic label that allows Byte a real-time view into exactly what’s in each of its fridges, purchase history, and the expiration date of each product. The items are replaced or changed out regularly.

The smart fridges are located in Building 27 at the Internet Café, and Building 9 in the Mailroom. Enjoy!



Fiscal Services, College of Marin

Fiscal Services

W-2 Reminder

To ensure timely delivery of your annual



IRS Form W-2, please make sure your address on file with the District is current. Address changes should be

sent directly to the Human Resources Department for update into Banner.

Form W-2 wage earners should do a Paycheck Checkup soon

The IRS urges everyone who works as an employee and has income from other sources to perform a Paycheck Checkup. This includes income from [sharing economy](#) activities, interest, dividends, self-employment, capital gains, or prizes and awards.

A Paycheck Checkup can help you avoid receiving a lower refund, an unexpected tax bill or underpayment penalty when you file your tax return next year.

You can do a checkup using the IRS [Withholding Calculator](#) or [Publication 505](#), Tax Withholding and Estimated Tax. This is especially important in 2018 due to tax changes taking effect this year.

You can [pay taxes](#) throughout the year anytime.

Date: September 10, 2018
Source: Internal Revenue Service
Employer Outreach Corner

As a reminder, District staff cannot provide legal, finance, or tax advice to anyone. Please consult your personal financial advisor or tax accountant directly for any questions.

Shipping Requirements and Check Request Reminder

Friendly reminder of the shipping requirements - 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

UPS does not deliver to IVC. Any purchases shipped to an alternate address will not be reimbursed by the District.

Fiscal Services

continued

Recent UPM Newsletter article regarding Measure C Bond Expenses

A recent pie chart in the UPM newsletter tried to sensationalize the expenses for Measure C funding. We can assure you that many projects were completed during this bond program and there were many projects that came in under budget without cost overruns. While the UPM newsletter provides information to faculty, we encourage readers, or the anonymous writer of the story to fact check numbers and assumptions with Fiscal Services to portray an accurate depiction of what took place during this bond program.

2018-2019 Annual Open Enrollment

The 2018-2019 Annual Open Enrollment was a big success. We had a very good participation in our health fair and flex day presentations. Any Open Enrollment changes requested were effective 10/1/2018. Our next Open Enrollment for Health Benefits will start in May 2019. For questions about your benefits, please contact Ron Owen at (415) 884-3159 or rowen@marin.edu.

Benefits Raffle Winners:

Allyson Martinez Oksana Pensabene
Bo E Buckley Ron Palmer
Colleen Mihal Shelley A Smith
Danila S Musante Stacey Lince
Fernando Agudelo-Silva Yvotte Ortiz
Karen Koenig

Raffle Prize Sponsors: Blue Shield of California, California Pension II, Columbia Sportswear, Delta Dental, Nationwide, Kaiser Permanente, Keenan & Associates, Vision Service Provider.

Exercise Options That Double as Stress-Busters

Exercise is a known stress buster, and different disciplines relax and tone you in a variety of ways. So, you can pick and choose from many types of exercise to go beyond physical fitness to better mental health. Exercise's mind-body boosts:

- Improves your mood by releasing natural feel-good chemicals.
- Decreases tension in your muscles.
- Leads to deeper, more restorative sleep.

Studies show that a cardio workout is not only good for the heart, but also for the mind, decreasing stress. Whether you work out in one daily 30-minute session or three separate 10-minute sessions, moderate-intensity activities like walking, dancing, using the elliptical or pedaling on a stationary bike do the trick.

Yoga gets the top nod for its mind-body balance -- the combination of deep breathing and stretching enhances flexibility and mood. Just remember that yoga isn't a substitute for cardio because it typically doesn't raise your heart rate. So think of it as an add-on. Chinese traditions are at the heart of tai chi, a combination of martial arts and meditation. For the biggest benefit, the American College of Sports Medicine recommends learning from a qualified teacher and practicing on your own between classes.

Head-to-toe stretching is important for flexibility and like, yoga, it draws on breathing and focus, making it a relaxing way to end every workout. If you carry tension in your neck and shoulders, be sure to target these areas.

The common thread of all of these exercises is deep breathing, slowly filling your belly as you inhale and flattening it is as you exhale. This increases the amount of oxygen in your blood, which in turn supplies energy to your muscles. And that's an exercise you can practice anytime.

More information: The Anxiety and Depression Association of America has detailed information on how exercise can help ease stress and boost mental fitness for everyone. <https://adaa.org/living-with-anxiety/managing-anxiety/exercise-stress-and-anxiety>
-- Len Canter
Copyright © 2018 HealthDay. All rights reserved.

Tips and Tricks for Avoiding Scary Halloween Treats

1. Be Selective

Choose treats that cause the least damage to teeth. Instead of caramels and hard candies, choose chocolates, which are swallowed quickly and don't stick to teeth. Avoid any candies that are acidic or chewy. Don't forget that even "healthy" snacks like pretzels and crackers can promote decay.

Tips and Tricks

Continued...

2. Limit the amount of time that sugar is in contact with your child's teeth.

When buying candy for Halloween, look for treats that can be eaten quickly, like miniature candy bars. When you get home from trick-or-treating, discard hard or sticky candies like sugared fruit snacks, caramels or lollipops, as they increase the period of time in which teeth are exposed to sugar. Encourage your child to eat a small amount of candy in one sitting followed by a glass of water and thorough tooth brushing. It is not a good idea to allow your child to graze on candy as this will increase the amount of time sugar comes in contact with teeth.

3. Teach your child to eat all foods in moderation.

Although sweets are blamed for much tooth decay, all foods — even healthy alternatives to candy, such as fruit and nuts — can promote tooth decay if eaten in excess. Children (like adults) should eat all foods in moderation. Read nutrition labels to avoid foods and drinks loaded with sugar, fructose and other sweeteners.

4. Set up a candy bank.

Allow your child to make daily withdrawals from the bank and monitor the progress. This way, you can control how much candy your child consumes.

5. Go trick-or-treating on a full stomach.

Staying full can limit the urge to gorge on Halloween sweets.

6. Use fluoride to fight cavities

Fluoride can dramatically reduce the damage caused by tooth decay. The most common ways to use fluoride for cavity prevention are by using fluoridated toothpaste and other products and by drinking fluoridated water.

Copyright © 2018 Delta Dental. All rights reserved.

New Receiving Clerk

College Services has some happy changes coming this fall. We are delighted to welcome **Manny Rodriguez** as our new Receiving Clerk! He will be working together with Gabe Lambert as part of a top notch team to



handle all the duties of the busy receiving and courier areas. You might already recognize

him from his work with Custodial Services. Manny has lived in Marin for over 25 years. He has been working at COM for the last couple of years as a part-time employee in M&O. He has been attending College of Marin as a student and is only a few units away from obtaining his Associates Degree in Real Estate. In his free time, Manny enjoys watching sports or going to sporting events with friends and his girlfriend. Go Warriors! Go Raiders! He enjoys comedy or suspenseful thrillers on TV or film. His favorite holiday is Halloween and he believes laughter is the quickest way to the heart.

We are so excited to have Manny as part of the team in College Services! Please give him a warm welcome.

College Services

In the Bay Area, we are fortunate to have such amazing weather with fall temperatures in the 70's and 80's some days! Even still, the touch of fall is in the air with the change of light and with that, comes the feeling of transformation and change that always accompanies the seasons even with our mild and beautiful climate.

We have begun a more structured asset tracking protocol in Receiving for all assets being delivered to College of Marin. We ask for your assistance as we implement this program. Please be sure to use one of the three addresses listed on page 4 only for all orders so that deliveries are properly received and tracked.

Please use SchoolDude for all requests for assistance in receiving, shipping, and courier jobs. This will help us help you in the best way possible. Please direct any special requests or emergencies to the Director, rather than the staff, as they are busy with their daily responsibilities and though they are always willing to do what it takes, requesting through SchoolDude will assist us in serving everyone's needs in the most effective way.

SchoolDude is located on your MyCom portal home page. We very much appreciate your assistance!

Inspiration and Learning



Some of our team had the great fortune to attend the University & College Designers Association (UCDA) Conference in Grand Rapids, Michigan recently. The UCDA conference provides an opportunity to learn more about the issues facing designers and managers of design and marketing communications departments, both in and out of educational institutions, and to find inspiration and opportunities for

personal and professional growth and learn tools for even better creative collaboration.

We heard from amazing speakers including Nate Lau, Design Director of Tegu, a toy company based in Honduras that sells simple yet beautiful magnetic, wooden blocks, to the renowned and infamous Aaron James Draplin, of Draplin Design Company out of Portland, who brought the crowd to its feet with his hilarious, touching and inspiring session.

Grand Rapids is an amazing community filled with creative makers, entrepreneurs and new fresh ideas. We were there during the 48th annual ArtPrize event, an open, independently organized international art competition that takes place for 19 days each fall and yields over \$500,000 in prizes to the artists. The awards are voted on by the public and any artist working in any medium can participate. Art is shown on the streets, in retail shops, restaurants, hotels, bars – everywhere in the city and hundreds of thousands of people attend during the competition. What a way to showcase and honor artists!

All in all, it was a very inspiring conference and the team learned a great deal that will inform and improve our work and bring even more amazing design services to College of Marin.

Stay tuned for news about our department's relocation in the coming months to a brand new, custom space! We're very excited and look forward to welcoming everyone to a great new location for the College Services team.

Have a wonderful fall and Happy Halloween!

Human Resources



Located on the 2nd floor of Building 11 at the Indian Valley Campus, the HR department is here to meet your needs for all classifications of employees as follows:

Director of Human Resources:
Nekoda “Nikki” Harris

Classified Support Team:
Connie Lehua, Julie Breakstone, Leslie Lee, and Shawna Callahan

Faculty Support Team:
Devon Kinka Ruiz, Candice Hansen, and Kirsten Gisle

Visit our site at <http://hr.marin.edu/>.



Sustainable Initiatives at COM

In Fiscal Year 2016/17, we recycled 89.5 tons of paper, 2.1 tons of cardboard and 2.6 tons of mixed recycling. A few more of our campus-wide sustainable initiatives include:



- 1) Installed Solar Power parking at both campuses.
- 2) We use Hydronic Solar Power to heat our swimming pools.
- 3) We have electric vehicle charging stations coming in 2019.
- 4) We have installed energy efficient LED lighting in the gym at Kentfield Campus.
- 5) Waterless urinals on campus reduce our water usage by 2.1M gallons per year.
- 6) The newly installed synthetic turf fields allow us to reduce water use at the Kentfield Athletic fields by 4.4M gallons per year.



Maintenance and Operations staff joins COM Police and Novato Fire at Campus Fire Drills

Maintenance and Operations

The Maintenance and Operations Department is comprised of the Director of Facilities Planning, Maintenance and Operations, an Assistant Director, Custodial Supervisor, an Environmental Health Safety and Risk Manager and an Administrative Assistant III who all provide support for the District trades people, grounds and custodial staff. The trades represented are a Carpenter, Plumber, Painter, Locksmith, 2 Electricians, 2 HVAC Technicians, and 2 Pool Technicians. Taking care of the grounds of both campuses are 5 Gardeners and one Lead Gardener. Keeping our facilities clean are 17 custodians and 2 Lead Custodians.

During the 2017/2018 fiscal year, Maintenance and Operations staff completed 1,040 work orders including preventive maintenance items, event set up and break down, regular maintenance repairs and grounds maintenance.

If you are aware of items in need of attention from the Maintenance and Operations department, please report them to your department Administrative Assistant, or contact the Maintenance and Operations Department at ext. 7451.



Academic Center, Fire Drill at Kentfield Campus

Police

Fire Drill a Success!

I want to send out a campus wide thank you to students, staff and faculty who participated in our fire drills. We learned valuable lessons by committing to a full campus evacuation. We were able to gain insight into evacuating buildings, learn about our fire alarm system, and identify weaknesses in our emergency preparedness plan. I want to recognize the Building Emergency Leaders (BEL's) who took an active role in training and leading the staff in their respective buildings. A special thank you goes out to Maintenance and Operations staff, especially Jesse Hoffman who committed his staff to train BEL's individually on both campuses. This is the first step in preparing ourselves for an emergency, and I look forward to working with all of you again as we strive to improve our safety on campus. Remember, safety is everyone's responsibility.



Learning Center Quad Fire Drill, Kentfield Campus

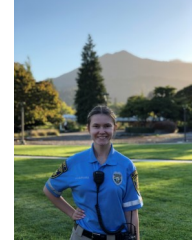
Indian Valley Campus Fire Drill



Police *continued...*

New Police Cadets

Police Cadet Avery Laukkanen came to College of Marin because



it is a nice school in a great location. Avery plans to transfer to San Francisco State University after receiving an AA degree in Administration

of Justice. She wanted to work for the Police Department as it is related to her major and would help support her academic goals. Outside of work, Avery enjoys shopping and playing with her two cats, Anakin and Piper. Even though it is Avery's first semester at College of Marin, this is not her first time to be in college.

Police Cadet Max Reubens is currently at COM pursuing an AA-Transfer degree in Psychology. Once he completes his AA degree, Max hopes to transfer to a four-year university out of state. While waiting to decide what to study in college, Max stayed with his uncle Anthony, who is a Sergeant in Manchester Police Department. His uncle encouraged him to go back to school, so he decided to attend COM.

On his way to class one day, he walked by the COM Police station, and one of the cadets encouraged him to apply for a job. About two to three months later, he was hired and started working for COM PD on June 6, 2018. It was there that he figured out exactly what career path to pursue. Outside of work, Max likes to go hunting, shoot sporting clays, work on old cars and motorcycles, fishing, and do anything else that gets him moving. Max is a very determined person. He gives his best to achieve every goal he sets for himself. There is no "9 times out of 10" statistics for him.



Have you heard of COM Service Desk?

On August 3rd, the IT Department went live with a new helpdesk system. The **COM ServiceDesk** is the replacement of *TrackIT* and is more convenient for our constituents, including guests. In addition to the user-friendly ticketing system, it offers a knowledgebase repository of technical resolutions, articles, FAQs, and more. Please explore the new **COM ServiceDesk** using the link below. <https://servicedesk.marin.edu/helpdesk/User/Login>.



Administrative Services Leadership and Support Team

Seated L to R: Patrick Ekoue-totou, CIO/IT Director, Jesse Klein, EAI Admin. Services, Klaus Christiansen, Director of Facilities, Maintenance & Operations, Katy Bauer, EAI Admin. Services

Top L to R: Peggy Isozaki, Director of Fiscal Services, Jeff Marozick, Chief of Police, Greg Nelson, Asst. Superintendent/VP Admin. Services, Matt Howard., IT Supervisor, Lindsay Bacigalupi, Facilities Rental Supervisor, Isidro Farias, Director of Capital Projects

Information Technology

Thanksgiving Break Core Network Upgrade

During the Thanksgiving break, the IT Department will be proceeding with additional core system upgrades. We will be installing new equipment in our IVC and KTD datacenters. Not only will the new routers offer redundancy, but they will also increase our backbone throughput to 40 Gbps and more. These upgrades are the first steps toward our 10-year network infrastructure refresh cycle plan. The timeline of the operation will be communicated later, but we expect only a couple hours of service disruption.



New Telephone Handset Deployment

In our continued effort to modernize our telephone system, the IT department is deploying new telephone handsets. The new Mitel 6900 series IP phones are designed with the flexibility and reliability required in the enterprise environment. We



expect a slow and measured deployment timeline, taking into consideration our departments' complex communication patterns and their need for upgrade. <https://www.mitel.com/en-us/products/devices-accessories/ip-phones-peripherals/mivoice-6930-ip-phone>

Email Phishing Simulation and Training

To mitigate cyber hacking risks, we have contracted with **KnowBe4**, an email phishing simulation and training vendor. COM

KnowBe4 security compliance requires that our users

receive a basic security awareness training (short online interactive video). The approach is intended to help users effectively identify a variety of harmful phishing emails phone scams. You will be receiving a notice to conduct the training at training.knowbe4.com; in addition, we will randomly deliver into your inbox simulated phishing emails. Please ignore or report (using Outlook add-on) them. You are the last line of defense in keeping College of Marin safe.

Facility Rentals Update



Happy Fall! The fall semester is in full swing, and our campuses are very active with college activities and community use. I wanted to thank everyone who assisted and attended the Indian Valley Open House, Miwok Aquatic and Fitness Center Groundbreaking and the Farm Ribbon Cutting on September 29th. It was a wonderful event and it could not have happened without all of you.

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

Here are the upcoming events for November:

November 2nd	Ragnar Relay Race, Diamond Physical Education Center	All Day
November 3rd	College of Marin Men's Basketball, home opener	3 PM
November 6th	College of Marin Women's Soccer, last home game	3 PM
November 7th	MCAL Cross Country, IVC	1 - 6 PM
November 8th	<i>TEDx Salon: The Future of Food</i> , James Dunn Theatre	6:30 PM
November 22nd	Happy Thanksgiving Turkey Trot, IVC	8 AM
November 27th	Marin Symphony Youth Orchestra, James Dunn Theatre	6 PM



Organic Farm Ribbon Cutting Ceremony, Indian Valley Campus

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