

ADMINISTRATIVE SERVICES

NEWS

Bi-Monthly Newsletter

October 2019



Fall is upon us, and the semester is in full swing with all the events and projects happening at Kentfield and Indian Valley Campuses. We are only half way through the semester, and much has already been accomplished.

In August, we hosted the inaugural Black Tie and Blue Jeans, a gala benefitting College of Marin's science, technology, engineering, arts and math (STEAM) programs. It was a very successful event with approximately 300 people in attendance at the reception, dinner and silent auction at the Performing Arts Courtyard. Over 250 people enjoyed the concert featuring award-winning country music star Joe Nichols. The crowd also loved the opening performance by Leaving Austin, a band from Visalia, California. I want to express my deepest appreciation for all the managers, faculty, staff, and students who helped make this event a reality. I am honored to see the College community working together for a cause that will provide programs to prepare our students with knowledge, skills, and innovation

required in today's high tech workforce.

Additionally, the Administrative Services division supported the successful launch of COMmunity Hour in August and 50th anniversary celebration of Extended Opportunity Programs and Services (EOPS) on September 4th. Visit the [COMmunity Hour webpage](#) to see activities in October.

Measure B Projects



Our Measure B Bond projects are well underway. I want to invite you to the ribbon cutting ceremony of the Athletic

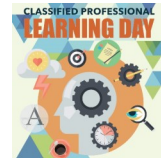
Fields at Kentfield this Friday, October 11, 2019 at 3 p.m. The project involved replacing the existing natural grass baseball field with a synthetic turf, as well as construction of a scoreboard and perimeter fencing. Working with Capital Projects Team, we have also been able to add nice fixtures on both campuses. At IVC, we repurposed solid oak slabs into hallway benches (left) for new buildings and tables for restrooms. At Kentfield, you will see swings (right) around campus. Try using one of them

during your break as they are quite comfortable. Read more Measure B Bond updates on page 3.

Budget

The Adoption Budget for Fiscal Year 2019-2020 was approved during the August Board meeting. The auditors are on campus this week to complete the financial audit for Fiscal Year 2018-2019. The audit report will be submitted to the Board once completed. Feel free to reach out if you have any questions.

Professional Development



The next Classified Professional Learning Day is on Friday, October 11, 2019, 9:00 a.m. to 2:00 p.m. with the theme, *Inspiring Our*

Growth to Uplift Our Students. I highly encourage everyone to attend and take advantage of the myriad of activities organized by the Professional Learning Committee. Register and download the [program brochure \(PDF\)](#). For more information, visit the [Professional Learning webpage](#) or email Professional Learning Committee Chair Cara Kreit at ckreit@marin.edu.



Inaugural Black Tie and Black Jeans Gala, Kentfield Campus

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Associated Students of College of Marin (ASCOM) Board Members with Police Chief Jeff Marozick at the Black Tie and Blue Jeans Gala

Insurance Requirements

Please ensure all required certificates of insurance are endorsed to the District, and are attached to the District AFS before the hiring department signs. Incomplete Agreement for Services or those without the required certificate of insurance will be returned to the department.

Insurance requirements are listed on the [Agreement for Services form](#) as follows:

- Workers Compensation (9a) is required if the consultant has employees but is not required if the consultant does not have employees
- Commercial or Comprehensive General Liability (9b) is always required
- Automobile Liability (9c) is required of anyone who drives a vehicle on campus
- General Liability and Automobile Liability (9d) should include the endorsements listed in numbers 1-4
- Professional liability (9e) is required if the consultant could say or do something that could cause harm (in general "harm" is monetary such as financial loss)

Administrative Services

Continued

Authorization to Sign Contracts

Subject to [AP 6150](#) and [BP 6150](#), the Authorization to Sign on Behalf of the Governing Board Resolution is passed annually at the June Board meeting. District Agreements for Services (AFS) may be signed by the Budget Manager; however, contracts are not valid unless signed by the Assistant Superintendent/VP of Administrative Services, the Superintendent/President, or a designee who has been authorized in writing. Please review the [Resolution on Signatory Authority](#) to determine signing authority for different types of contracts, as it has been revised for 2019-2020.

Hiring of Consultants

Please ensure that there is a fully executed District Agreement for Services (AFS) contract on file at Fiscal Services, prior to any consultants or vendors doing work for the District. Hiring departments need to build in adequate time to draft the contract, vet the scope of work to ensure no conflict with bargaining unit contracts, and route for approvals. Administrative Services recommends starting the process at least four (4) weeks prior to the consultant's start date; however, more time may be needed for complex contracts. The hiring department also needs to submit the requisition in Banner with the appropriate FOAP (Fund Organization Account Program) coding.

Legal review/Board Approval

If the District AFS is not used, please read through the vendor contract carefully to ensure that: 1) it accurately and fully sets forth the work to be completed; 2) the contract duration, payment terms, and timelines for work completion are clear; and 3) the department and the District will be able to comply with all obligations we would assume under the contract. Please refer to the [2019-2020 Purchasing Matrix](#) which has been posted to the Fiscal Services website to determine thresholds for Board approvals, additional quotes, when competitive bidding is required, etc. If you are unsure whether a vendor contract requires District Counsel review, please send it to Katy Bauer, or Jesse Klein with at least four (4) weeks advance notice, so we can arrange a legal review.

Invoicing

Consultants must provide a comprehensive invoice including the date, bill to, remittance information, and details about the service that was provided, and time period in which it was provided. The individual in the hiring department who is overseeing the work must approve the invoice for payment, and write the Banner requisition or P.O. number on the invoice before sending to Fiscal Services for processing. The District requires a W-9 for all new vendors.

Next CBOC Meeting

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

Wednesday, January 29, 2020
4:30 PM – 6:00 PM

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

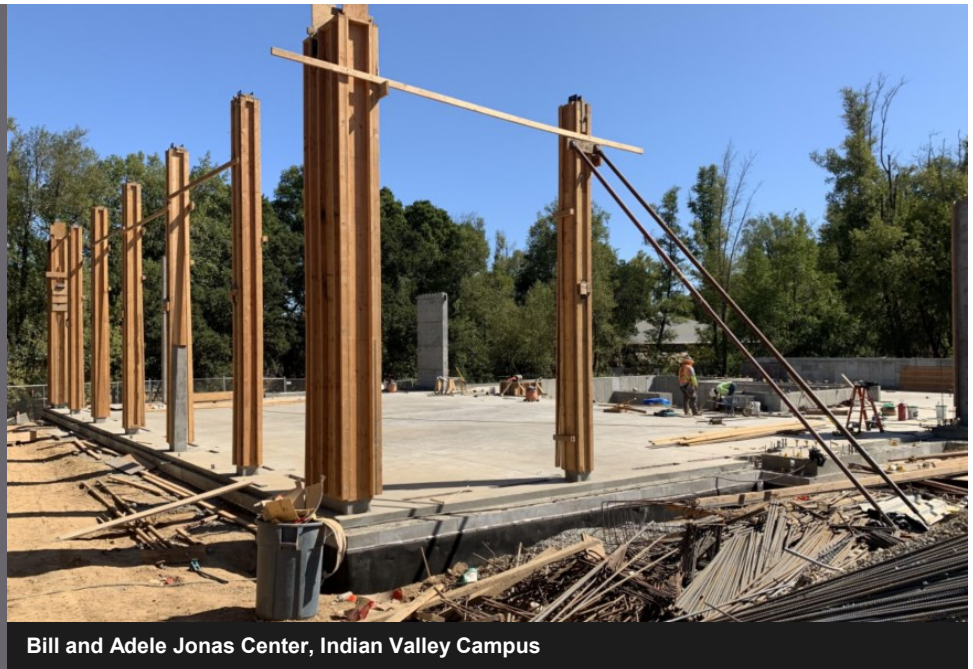
Projects in Design



Demolition of existing and construction of new Learning Resources Center building



Relocation of portable classrooms to be used as Swing Space: Temporary Offices and Classrooms



Bill and Adele Jonas Center, Indian Valley Campus

Capital Projects

Measure B Bond Projects

The Indian Valley Campus and the Kentfield Campus are going through some considerable changes this Fall. Work on the major construction projects continue at both Indian Valley Campus and at the Kentfield Campus locations and will continue until 2021.

At the Kentfield Campus, we finished the Phase II of the Athletic Fields and are scheduled to have the ribbon cutting on October 11, 2019 at 3:00 PM. Construction of the Maintenance & Operations building will continue through the Fall with estimated completion in the Spring 2020. You will start to see some of the first moves related to vacating the Learning Resources Center (LRC) take place in November with the Cashier's Office & Outreach Office moves. The work for the new portables has begun and you will start seeing the new portables arrive on campus in November with a completion date of December. Once the portables are in place and ready for occupancy, additional moves will be scheduled in the Fall and the Spring with our goal of starting demolition of the LRC in the Summer 2020. The Fusselman Hall project is in the design stage and we anticipate starting construction this November. Fusselman Hall staff was relocated and is scheduled to remain in the portable until March of 2020. The Architectural & Engineering firm selected for the design of the new LRC will begin once the contract is approved next month by the Board of Trustees. After Board approval, we will begin working with the firm to schedule a kickoff meeting and schedule ongoing design meetings with user groups.

At the Indian Valley Campus, some work remains to be completed at the Pomo Cluster, and is scheduled to be finished by next month. The Miwok Center is currently under construction and work will continue until completion of the Dive Tower component of the project in Spring of 2021. The Jonas Center is also under construction with an estimated completion date of Fall 2020. In the Admin Cluster, the Architectural & Engineering Firm is working on the plans for the remodel of Building 12 into IVC's Student Center and Building 9 for other related academic & administrative functions.

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.



New Miwok Center, Indian Valley Campus

Measure B Milestones

The Citizen's Bond Oversight Committee received a tour of the Pomo Cluster at their meeting on September 18, 2019. The project is nearing completion.

Before



After



Capital Projects

continued



Maintenance & Operations Building and District Warehouse, Kentfield Campus

Building 12, Student Center, Indian Valley Campus



Reminder – Purchases and Invoices

Please submit a requisition or set up a purchase order before ordering goods or services are rendered. When submitting invoices, vendors must also indicate a purchase order number. This will ensure proper and timely disbursement of funds from Fiscal Services, especially for Measure B Bond projects.

Employee Benefits

2019-2020 Annual Open Enrollment

The 2019-2020 Annual Open Enrollment is complete. Any Open Enrollment changes requested were effective October 1, 2019. Our next Open Enrollment for Health Benefits will start in May 2020. For questions about your benefits, please contact Ron Owen at (415) 884-3159 or rowen@marin.edu.



Vice Pres. Greg Nelson giving Citizens' Bond Oversight Committee (CBOC) a tour of Indian Valley Campus

Fiscal Services

Reminder—Required Purchase Order Information

Detailed requisitions are required for services and purchases being delivered to the College. Requisitions for items that will be delivered to the College must include the following information in each field of the Requisition.

Attention To:

1. Campus
2. Department
3. Building
4. Room Number

Document Text:

1. Delivery Contact Name and Phone Number
2. Quote number(s) if required per the [Purchasing Matrix](#)
3. Order number(s) if available
4. If working directly with a vendor rep, please provide their contact information

Note: Make sure to input the information in the printable text box. Remember to click **Save** before exiting.

Commodity Description

1. Item #
2. Item description
 - Color, size, style, etc.
 - Manufacturer

Note: Additional commodity description can be input in the **Document/Commodity Text** by clicking on the **blue Item** number. Make sure to input in the printable text box. Remember to click **Save** before exiting.

Ship Code **Attention To**
 Comments **→ Document Text**

Item	Commodity Code	Commodity Description	U/M	Tax Group	Quantity	Unit Pri
→1	<input type="text"/>	<input type="text"/>	None	None	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	None	None	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	None	None	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	None	None	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	None	None	<input type="text"/>	<input type="text"/>

Fiscal Services

Continued

Tax Group:

1. TAX = KTD — Current rate is 8.25%
2. TX3 = IVC — Current rate is 8.50%

FOAP:

Initiators should code the Purchase Requisition to the appropriate FOAP (Fund-Organization-Account-Program) based on the nature of the expenditure, not where budget is available. If needed, submit transfers prior to preparing the Purchase Requisition.

Requisitions should provide specific information about the timeframe and services being rendered or products being delivered. If there is a specific agreement for service with a specified dollar amount, the requisition should have the timeframe and dollar amount in the requisition. See examples below:

- Fall 2019 Convocation Speaker presenting at KTD campus on 8/14/19 \$2,500
- Legal Services for July 2019—June 2020 \$100,000
- Mailing Services for July 2019—June 2020 \$500
- FY 19/20 Monthly water delivery; 5 gallons—input Qty of 12 & Unit Price of \$45.50 \$546

Any requisition with insufficient data will be disapproved. If you have questions or need additional Requisition training, please contact David Erlenheim at derlenheim@marin.edu or ext. 8162.

Health Benefits

Your Fall Game Plan to Avoid Weight Gain

(HealthDay News) – When summer fruits and vegetables start to disappear from grocery stores, and the action shifts indoors to watching sports and munching on unhealthy snacks, it helps to have a diet plan in place to avoid weight gain.

First, remember that farmers' markets are still open across the country. You can buy local as long as you make the shift from summer crops to fall ones. That means tomatoes and cucumbers give way to offerings like root vegetables, including carrots, parsnips and turnips, and the wide variety of squashes such as acorn, butternut, Hubbard and kabocha.



These are all great for hearty, cook-ahead soups and stews for dinners and brown bag lunches. Vegetables in the orange family, including sweet potatoes, are rich in vitamin A. But don't overlook nutrient-dense dark, leafy greens like varieties of chard and bok choy. Brussels sprouts, cauliflower, broccoli and other cruciferous vegetables may be abundant in your area, and they taste great roasted with a slight drizzle of olive oil and finished with a splash of balsamic vinegar — hearty enough for a vegetarian meal.

Though local melons, stone fruits and many berries may be gone, explore sweet fall fruits like apples, pears and grapes, as well as the more exotic pomegranates, persimmons and quince, the season's first cranberries and even fall raspberries. Have fruit salads ready to snack on instead of greasy chips and crackers, or make a batch of baked apples or poached pears to satisfy a sweet tooth.

— Len Canter

Ways to Stay Healthy During Cold and Flu Season



Free flu shots for COM employees, dependents, and retirees are provided at both the Indian Valley and Kentfield Campuses, while supplies last.

See the [COM Wellness website](#) for additional details.

In an effort to stay healthy during this cold and flu season:

- Frequently wash your hands with soap and use hand sanitizer
- Cover your mouth when sneezing or coughing
- Avoid touching your mouth, nose, and eyes whenever possible
- If you are sick, stay home, take a sick day



Water Cooler Etiquette

What you can do:

- **Fill only** wide mouth water bottles and cups, that **have not** come into contact with your mouth
- Do not put the spout of your personal water bottle up against the spout of the water cooler (i.e. small spout plastic water bottles)
- Use Purell wipes to clean and disinfect the spout



Director of College Services Annie Ricciuti visiting her future office at 941 Sir Francis Drake Blvd.

Copyrights and You

We often received requests to print copyrighted material for instructors to use as class material or as part of readers and workbooks. There is a widespread perception that these types of requests fall under "fair use". However, that is not always the case and copyright laws and regulations have become increasingly strict and punishments are severe for institutions or individuals in violation of these laws.

Besides the federal laws, Marin Community College District has its own Administrative Policy regarding copyrights, [AP 3750](#). It is helpful to familiarize yourself with this policy, especially if you are considering reproducing anything in question. The AP states:

Employees and students shall not reproduce copyrighted materials without prior permission of the copyright owner, except as allowed by the "fair use" doctrine.

The term "fair use" may seem to imply that it is permissible to copy articles or short excerpts from books, cartoons from a newspaper or published poetry, especially if it's a class handout and not for sale in the bookstore. However, this is not always the case.

The "Fair Use" doctrine permits limited use of copyrighted materials, only in certain situations.

*I. Single Copying for Teachers
A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:*

A. A chapter from a book

B. An article from a periodical or newspaper

C. A short story, short essay or short poem, whether or not from a collective work

Read more on page 8

College Services

Happy Fall! The fall semester is already nearing the halfway point, hard as it is to believe!

This summer and fall were a busy time for us in College Services. Besides our usual rush of classroom materials and other needs for the new semester, we also provided design and print support for some big campus events this fall including COMmunity Hour, Welcome Week and Road to Success, EOPS 50th Anniversary Celebration and the very successful Black Tie and Blue Jeans gala dinner and concert featuring Joe Nichols.



The Creative Services team worked diligently with Reprographics to design and print dozens of posters, postcards, signs, banners, and a slew of other items for the event, along with our hard-working Receiving team who supported the event preparation and execution throughout with their efforts.

Fall continues to roll along at a busy clip, as we undertake the design of the Educational Master Plan and the Strategic Plan in addition to our usual full slate of projects. We are here to assist with whatever you need and we look forward to supporting everyone to promote their events and departments.

Our New Home

College Services got a sneak peak at our new location recently and things are coming along nicely. The space is on the street level and a quick walk from campus. We anticipate moving in the next few months, so we are preparing for that big transition. All of the staff in College Services will be located at 941 Sir Francis Drake, including Reprographics, the Creative Services team, and the Director of College Services (me!) with the exception of the Receiving Clerks, who will be in their new Warehouse location by then.

Once a moving date is announced, we will provide more detailed information about the transition and any new process or procedure changes. The Mail Room will remain on the main campus and once that location is finalized, details will also be announced.

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.

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.

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College Services

Copyrights and You *continued*

D. *A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper*

II. *Multiple Copies for Classroom Use Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion, provided that:*

A. *The copying meets the tests of brevity and spontaneity as defined below and*

B. *Meets the cumulative effect test as defined below and*

C. *Each copy includes a notice of copyright*

The key is the word "**brevity**". This is where things get very specific.

Brevity:

i. *Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages or (b) from a longer poem, an excerpt of not more than 250 words.*

ii. *Prose: (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words. (Each of the numerical limits stated in "I" and "ii" above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.)*

iii. *Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.*

iv. *"Special" works: Certain works in poetry, prose, or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph "i" above notwithstanding such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more*

than 10% of the words found in the text thereof may be reproduced.

There is much more involved and more details that are relevant to copyright permissions contained in [AP 3750](#) so please familiarize yourself with it.

How Do I Gain Permission to Use Material?

It is not the College's or Reprographics role to obtain permission for material submitted. Responsibility for obtaining permission to print, duplicate, or display copyrighted works rests with the **individual using the copyrighted material**.

This would involve contacting the owner of the copyrighted work and obtaining written permission to use the work. The following websites will provide additional information regarding use of copyrighted material. This is a good place to start, should you need to gain permission.

- Copyright Clearance Center, www.copyright.com
- American Libraries Association, www.ala.org, click on "Washington Office" or "issues and advocacy".
- The US Copyright Office www.copyright.gov

The College requires written permission from the copyright owner in order to print any material that is copyrighted. If material is part of a workbook to be sold in the bookstore and there is a fee associated with gaining the permission, please contact us to discuss the details.

As you can see, it is always a simpler option to avoid copyrighted material but, in the event that it is necessary, we hope this information can provide assistance. We are always here to answer questions or provide any assistance you need.

Have a wonderful semester!



2019 President's Annual Retiree Luncheon

Short-Term Hourly Reminders

Please submit new and revised hourly Personnel Action Forms (PAFs) directly to Fiscal Services for FOAP review. Fiscal Services will then forward the PAF to Human Resources for processing. Hourly PAFs are valid for no more than one semester, either July-December or January-June. To ensure that employees are paid correctly, please be mindful of the submission deadlines published by [Fiscal Services](#). New short-term hourly employees cannot begin working until all District requirements have been finalized. Non-student hourly services must also be approved by the Board of Trustees. Please contact Shawna Callahan in the Human Resources Department for additional information and refer to the [Human Resources website](#) for details about hourly employment processes.

Human Resources

Sexual Harassment and Abusive Conduct Training—SB 1343 Mandate for Non-Manager Employees

To ensure Marin Community College District meets the SB 1343 compliance deadline of January 1, 2020, and per the notification sent in August, all non-manager employees **must complete *Sexual Harassment & Abusive Conduct* training by November 27, 2019.**

If you have not already completed the training, please visit COM's **ProLearning** web page:

1. <http://mycom.marin.edu>
2. Log in using your District network credentials
3. **Employee Tab »» Quick Links »» ProLearning**
4. On ProLearning page, scroll down to **Search for Training** and type **SB 1343**
5. Click **Sexual Harassment Prevention for Non-Managers (SB 1343)**
6. Click **Launch**, accept the **Acknowledgment**, then click **Start Course**

For MyCOM Portal technical assistance, contact the IT Department at x8888 or the Help Desk at <http://it.marin.edu/support/help-center>. If you have any questions pertaining to this training requirement, please contact Human Resources at hrcm@marin.edu or x7340.

President's Annual Retiree Luncheon

On September 20th, 90 of our former COM colleagues returned to campus for Dr. Coon's annual Retiree Luncheon. As always, this was a wonderful reunion and celebration of longtime friendships. Music department retiree Mike Irvine and his talented band supplied the backdrop as people mingled and caught up with each other on all of their wonderful retirement adventures. In addition to the Human Resources department, the President's Cabinet and Board of Trustees were in attendance.



The COMmunity Hour this semester is well underway. All faculty and staff are encouraged to participate on Mondays and Wednesdays, from 12:40-1:30pm in these activities. No classes will be scheduled. Student Services will remain open. Visit <http://www1.marin.edu/events/community-hour> for the full list of events in October.

Holiday Schedule

College of Marin campuses will be closed during the following holidays.

- ◆ **Veterans Day**
November 11, 2019
- ◆ **Thanksgiving Holiday**
November 28-29, 2019
- ◆ **Winter Holiday**
December 23, 2019 thru
January 1, 2020

Health Tip: Relaxation Techniques for Stress

(HealthDay News) –

Stress is a normal physical and emotional reaction to changes in life. However, long-term stress can contribute to digestive issues, headaches, sleep disorders and other health problems.

Relaxation techniques can help release tension and counteract stress, says the U.S. National Center for Complementary and Integrative Health (NCCIH).

These techniques incorporate breathing and pleasing thoughts, to help calm both mind and body. The NCCIH recommends trying relaxation techniques such as deep breathing, guided imagery, progressive relaxation, meditation and yoga.

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Information Technology

Citrix Virtual Apps and Desktops



The IT department currently has launched an improved Citrix secure virtual platform. The solution is delivering applications and desktops to students and staff off-campus. The

new system is optimized to deliver CPU/GPU intensive multimedia applications, thereby providing 24 hours virtual access to our student labs. Please check it out through your portal access. <https://apps.marin.edu/>

Zoom Video and Web Conferencing



If you often host meetings, please sign up for your Zoom account with the following link <http://conferzoom.org/>. For information on getting started, read the quick guide: http://www.conferzoom.org/Content/Doc/Guide_for_Members_and_Hosts.pdf

Maintenance and Operations

With the transition of several Maintenance and Operations staff to the Measure B Capital Projects Team, the Maintenance Department has hired two new trades people. Please welcome Efrain Zamora (left) and Lester Crawford (right) to the College of Marin community. Their role as district carpenters is one of the most diverse and challenging on campus. They may be hanging banners one minute, replacing a broken door the next, or repairing a broken piece of furniture. Please say hello and welcome them to COM.

The Maintenance and Operations team is working hard to rid our shops of excess and surplus items that are unused or obsolete in preparation for the move to our new facility in April of 2020. As an aside, I recommend anyone located in a space that will be affected by construction to plan accordingly. Moving out of a space that has been used for decades is quite a formidable task. You may be surprised what you find as you begin the process of cleaning out your space.

Get Ready to Shake Out.

October 17, 2019

Shake Out™

www.ShakeOut.org

Great ShakeOut Earthquake Drill continued



DROP where you are, onto your hands and knees. This position protects you from being knocked down and also allows you to stay low and crawl to shelter if nearby.



COVER your head and neck with one arm and hand

- If a sturdy table or desk is nearby, crawl underneath it for shelter
- If no shelter is nearby, crawl next to an interior wall (away from windows)
- Stay on your knees; bend over to protect vital organs



HOLD ON until shaking stops

- Under shelter: hold on to it with one hand; be ready to move with your shelter if it shifts
- No shelter: hold on to your head and neck with both arms and hands.

Why Drop, Cover, and Hold On?

Our [special report](#) explains why official rescue teams, emergency preparedness experts, and others recommend "Drop, Cover, and Hold On" as the best way, in most situations, to protect yourself during earthquake shaking.

Wherever you are, protect yourself! It is important to think about what you will do to protect yourself wherever you are. What if you are driving, in a theater, in bed, at the beach, etc.? **Step 5** of the [Seven Steps to Earthquake Safety](#) describes what to do in various situations, no matter where you are when you feel earthquake shaking.

Persons with Disabilities: See EarthquakeCountry.org/disability for recommendations for people who use wheelchairs, walkers, or are unable to drop to the ground and get up again without assistance.

Police

Great ShakeOut Earthquake Drill

The College of Marin campuses are registered with the Great Shakeout. **We will participate in the earthquake preparedness drill on October 17th, at 10:17am.**

An earthquake will happen without any prior notice or alarm. We ask that students and teachers set their phones to remind them to perform the Drop, Cover and Hold On drill wherever they are at 10:17am.

Please discuss this with your coworkers, students and other staff, taking note of dangerous items in your specific work area. Follow this link for more information on our drill and general earthquake safety information.

<https://www.shakeout.org/>

The Police department will discuss this drill along with general emergency preparedness information at our COMMunity Hour, October 16th, 12:40pm to 1:30 pm, AC 255. Come by and have coffee with our officers, we will answer any questions you have as well.

Federal, state, and local emergency management experts and other official preparedness organizations

all agree that "Drop, Cover, and Hold On" is the appropriate action to reduce injury and death during earthquakes (learn why [here](#)). The ShakeOut is our opportunity to practice how to protect ourselves during earthquakes. This page explains what to do-- and what not to do.

PROTECT YOURSELF. SPREAD THE WORD.

Your past experience in earthquakes may give you a false sense of safety; you didn't do anything, or you ran outside, yet you survived with no injuries. Or perhaps you got under your desk and others thought you overreacted. However, you likely have never experienced the kind of strong earthquake shaking that is possible in much larger earthquakes: sudden and intense back and forth motions of several feet per second will cause the floor or the ground to jerk sideways out from under you, and every unsecured object around you could topple, fall, or become airborne, potentially causing serious injury. This is why you must learn to immediately protect yourself after the first jolt... don't wait to see if the earthquake shaking will be strong!

In MOST situations, you will reduce your chance of injury if you:

Farewell to John Adams, Sort Of...

Lieutenant John Adams was hired full time as a City of Ross Police Sergeant in September 2019.

He spent 10 years patrolling our campuses at the College of Marin, and we will miss his full-time presence. He excelled at making our campus a safe place, was a mentor for our younger officers, and took on a leadership role here at COM. Lt. Adams was acting Chief for a period of time, and after going back to his officer position, he was promoted to Lieutenant. Lt. Adams was very gracious and generous with his time and resources. He took cadets and police staff rafting, out to dinner, paint balling, and even to amusement parks. We will certainly miss his leadership and wish him success in his new position.

The good news is that he will be joining our ranks as a part time officer, so you will still see him on occasion. Please join me in thanking him for his service to our College.



Police

Continued

Earthquake Safety Video Series:

Simple videos demonstrating what to do to protect yourself in various situations (near a table, no table nearby, in a theater/auditorium, at the shore, while driving, and more to come).

Los Angeles County Firefighters demonstrate Drop, Cover, and Hold On **Learn about Drop, Cover, Hold On from MySafeLA.org**

The main point is to not try to move but to **immediately** protect yourself as best as possible where you are. Earthquakes occur without any warning and may be so violent that you cannot run or crawl; you therefore will most likely be knocked to the ground where you happen to be. You will never know if the initial jolt will turn out to be the start of the big one. You should Drop, Cover, and Hold On immediately!

In addition, studies of injuries and deaths caused by earthquakes in the U.S. over the last several decades indicate that you are much more likely to be injured by falling or flying objects (TVs, lamps, glass, bookcases, etc.) than to die in a collapsed building. *Drop, Cover, and Hold On* offers the best

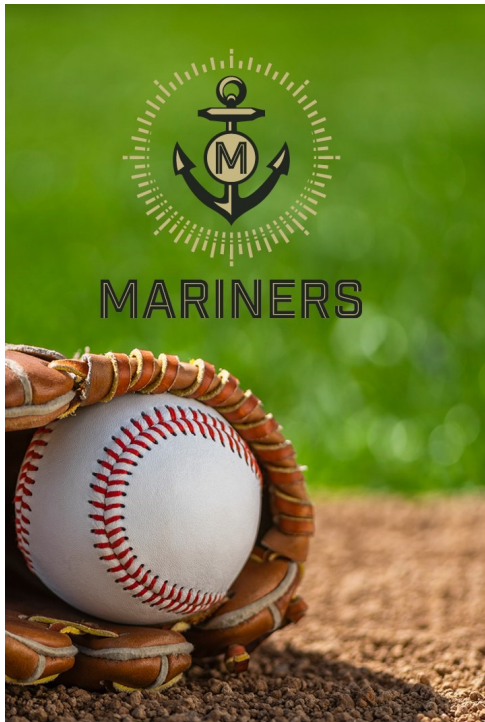
overall level of protection in most situations.

Potential PG&E Public Safety Power Shutoffs

President/Superintendent, Dr. David Wain Coon recently shared important information and resources to help COM faculty, staff and students, prepare for potential PG&E Public Safety Power Shutoffs (PSPS). A PSPS will likely occur in Marin, if not during the current fire season, at some point in the future. Please take a moment to read about the implications of a PSPS and how you can prepare for multi-day power outages at the College and at your residence. The efforts we take now will help build resilience and preparedness in our community in the event of a PSPS, earthquake, flood, and other natural disasters. [PG&E Public Safety Power Shutoffs—Recommendations for Students, Faculty, and Staff](#)

An air quality guidelines chart (linked below) provides recommended actions for different activities based on the air quality index (AQI). The chart also includes the guidance used by College officials in determining when to close campuses. As always, use your best judgment in these situations and work with your instructor or supervisor if you cannot make it to campus during times when the AQI is elevated.

[College of Marin Air Quality Guidelines Chart](#)



COLLEGE OF
MARIN

**ATHLETIC FIELDS
RIBBON CUTTING
CEREMONY**

The College of Marin Board of Trustees and Superintendent/President Dr. David Wain Coon invite you to celebrate the completion of the College's athletic fields.

**FRIDAY, OCTOBER 11, 2019
3 PM**

**Diamond P.E. Center
700 College Avenue, Kentfield**

Join us after the ceremony for a skills demonstration by the Mariners baseball team, then cheer on the soccer team as they take on Contra Costa College at 4 p.m.

ATHLETICS.MARIN.EDU

Health Tip: Enjoy a Healthy Pumpkin Treat

Pumpkins are a sure sign of fall, but they're good for more than carving on Halloween. Pumpkins add flavor to foods, and they are a good source of potassium and vitamins C and A.

Try these pumpkin recipes, courtesy of the Academy of Nutrition and Dietetics:

Blend fat-free milk, pumpkin, frozen vanilla yogurt and a sprinkle of pumpkin pie spice or cinnamon to create a healthy pumpkin smoothie.

Make pumpkin pancakes by adding canned pumpkin or fresh-cooked pumpkin to your favorite pancake recipe.

Bake healthier muffins and breads by substituting 1/4 cup canned pumpkin in place of egg.

Make pumpkin soup by combining mashed, cooked pumpkin with fat free low-sodium chicken broth, evaporated fat-free milk, onion and nutmeg.

Make homemade pumpkin ravioli by stuffing shells with canned pumpkin and freshly grated Parmesan cheese.

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Photo by Jessica Lewis

Facility Rentals

It is a busy time at the College and events are happening almost every day. Please make sure you are submitting your facility use requests early through Facilitron and your work orders through SchoolDude. We want to make sure **ALL** campus events are **scheduled, coordinated and on the Facilitron calendar**. If you are planning an event, please make sure you reach out to College Services and myself to assist with any internal event planning and print needs. You can do so by completing the Internal Event Facility Request Form available at <http://forms.marin.edu/forms/Administrative-Services> or emailing Lindsay Bacigalupi at lbacigalupi@marin.edu. It is wonderful to bring our community together, so if there is anything I can do to assist, please let me know.

Thanks to all who volunteered, worked, attended and supported Black Tie and Blue Jeans! It was a great success and it could not have been done without our College community. Thank you! **Here are the upcoming events this fall.**

9/30-10/24	Mileage: Beryl Miller Bonnie Ruder	Fine Arts Gallery
10/11	Classified Professional Learning Day Athletic Fields Ribbon Cutting	Kentfield, 9:00am—2:00pm Pieper Field, 3:00pm
	Little Shop of Horrors	James Dunn Theatre, 7:30pm
	Men's Soccer Home Game	Pieper Field, 4:00pm
10/12	Little Shop of Horrors	James Dunn Theatre, 2:00pm & 7:30pm
	Baseball Alumni Game	Baseball Field
10/13	Little Shop of Horrors	James Dunn Theatre, 2:00pm
10/16	Coffee with a Cop	Academic Center 255, 12:40pm
	Women's Volleyball Home Game	Gymnasium, 6:00pm
10/17	Great Shakeout Earthquake Drill	Kentfield and IVC, 10:17am
	Mileage: Beryl Miller & Bonnie Ruder	Fine Arts Gallery, 5:00pm
	Artist Reception	
10/18	Men's Soccer Home Game	Pieper Field, 4:00pm
	Women's Volleyball Home Game	Gymnasium, 6:00pm
10/21	Holistically Healthy Day	Fitness Center, 12:40pm
10/25	Women's Soccer Home Game	Pieper Field, 4:00pm
10/26	Vadim Gluzman's Violin Masterclass	James Dunn Theatre, 10am
10/30	Women's Volleyball Home Game	Gymnasium, 6:00pm
10/31	Classified Halloween Party	Fusselman Hall 120, 11:30am

Facility Rentals

continued

Upcoming Events*

11/1	Baseball Alumni Game Men's Soccer Home Game	Baseball Field, Noon Pieper Field, 4:00pm
11/2	Contemporary Opera Marin Viva Cuba—Dance Performance	Lefort Recital Hall, 7:00pm James Dunn Theatre, 7:30pm
11/3	COM Symphony Orchestra Chamber Concert	Lefort Recital Hall, 3:00pm
11/4-7	MCAL High School Tennis Tournament	Tennis Courts, KTD, Noon
11/5	Women's Soccer Home Game	Pieper Field, 3:00pm
11/6	Women's Volleyball Home Game Men's Basketball Home Game	Gymnasium, 6:00pm Gymnasium, 7:30pm
11/8	Women's Soccer Home Game	Pieper Field, 3:00pm
11/10	Contemporary Opera Marin	Lefort Recital Hall, 2:00pm
11/11	Veterans Day	College Closed
11/12	Men's Soccer Home Game Women's Soccer Home Game	Pieper Field, 1:00pm Pieper Field, 3:00pm
11/12-27	Made in Marin Exhibit	Fine Arts Gallery
11/13	Women's Volleyball Home Game	Gymnasium, 6:00pm
11/16	Women's Basketball Home Game COM Student's Piano Recital	Gymnasium, 1:00pm Lefort Recital Hall, 3:00pm
11/20	Men's Basketball Home Game	Gymnasium, 6:00pm
11/22	Women's Basketball Home Game Middletown Performance Jazz on the Tube!	Gymnasium, 5:00pm Studio Theatre, 7:30pm James Dunn Theatre, 7:30pm
11/23	Golden Gate Brass Band Middletown Performance	James Dunn Theatre, 7:30pm Studio Theatre, 7:30pm
11/24	Middletown Performance	Studio Theatre, 2:00pm
11/26	Men's Basketball Home Game	Gymnasium, 6:00pm
11/28-30	Thanksgiving Holiday	College Closed
11/29	Middletown Performance	Studio Theatre, 7:30pm
11/30	Middletown Performance	Studio Theatre, 7:30pm

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



Bill and Adele Jonas Center, Indian Valley Campus

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