

ADMINISTRATIVE SERVICES

NEWS

Bi-Monthly Newsletter

September 2021

Welcome to fall semester!

It was great to “see” everyone virtually at convocation. I hope you are all healthy, enjoyed summer, and are getting back to a level of normalcy. I can tell you that the Administrative Services staff have been busy over the summer preparing for the return of students, staff and faculty to our campuses.

Adoption Budget 2021-2022

The Adoption Budget for Fiscal Year 2021-2022 will be reviewed at the next regular Board of Trustees meeting. We will continue to implement PRAC and Board recommendations in reference to our budget to remain fiscally conservative while meeting the District’s financial obligations in the coming years. Please feel free to reach out if you have any questions.

Bond Refinance—COM saves Taxpayers \$ Again

I am pleased to inform you that on August 24, 2021, the District took advantage of favorable interest rates to lock in over \$11,7 million in savings for local taxpayers. The College’s AAA rating from Moody’s allowed \$203 million in bonds to be refinanced at a new fixed rate of 2.34%. Prior refinances since 2012 have saved \$34.3 million for taxpayers and this recent refinance brings the total to over \$46 million.

Signature Authority Resolution

The annual Authorization to Sign on Behalf of the Governing Board for fiscal year 2021-2022 Resolution was passed by the Board of Trustees on June 8. Please remember to reference the Resolution if there are any questions

about who is authorized to sign contracts or other documents.

LRC COMMunity Hour on Sept. 15

Please join your colleagues and the project management team on September 15 from 12:40-1:30 pm for an update on the new Integrated Learning Resources Center. The COM Hour will be conducted via [Zoom](#), and your input is very important. We hope to see you there!

Meeting ID: 872 2168 2883

Passcode: COMhr

I would like to thank each and every staff member in the Admin. Services division who have been working very hard to ensure our campuses are clean, safe and welcoming for returning students, faculty and staff.

Read on for more news about our division.



Competition Pool and Warm Up Pool, Miwok Aquatic and Fitness 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:

- Senior Organization Representative
- Student Organization Representative

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

Next Meeting [TBD](#)



Coast Guard Dignitaries at Bolinas Flag Lowering, photo by Robin Jackson



Bill and Adele Jonas Center, Indian Valley Campus

Capital Projects

LRC Design Development Phase well underway

Over the past few months, the COM project management team has been working with Group4 Architects to finalize many significant features of the new Learning Resources Center. The team has been able to accomplish this through multiple meetings with critical internal and external stakeholders for the Design Development phase of this important project. We hosted a Community Meeting on September 7 at 6:00 PM. If you were unable to attend that meeting, please join us for COMMunity Hour on September 15.



New Learning Resources Center Rendering



New Learning Resources Center Rendering

830 College Avenue Property Tenant Improvements in Progress

At the end of the year, the District finalized the purchase of the 7,250 square foot former Union Bank building located at 830 College Avenue. The interior tenant improvements are underway and expected to be completed late fall. Staff are scheduled to move into the remodeled space this coming winter break.

Capital Projects

continued

Miwok Aquatic and Fitness Center is Nearing Completion

The Miwok Aquatic and Fitness Center is almost complete and the Dive Tower component of the project is scheduled to be completed in a few months. Staff have begun furnishing the building. We look forward to opening to the public in a few weeks.



830 College Avenue Tenant Improvements



Competition Pool Pre-Water, Miwok Aquatic and Fitness Center, Indian Valley Campus

Measure B Milestones

- Bolinas Flag Lowering Ceremony April 2021
- Programming for 830 College Avenue (“Welcome Center”) finalized April 2021
- Demolition of Learning Resources Center May 2021
- The Board of Trustees approved the Learning Resources Center schematic design May 2021
- Abatement of Bolinas Marine Laboratory June 2021



Learning Resources Center Interior Rendering

Capital Projects

continued

Bolinas Marine Laboratory Project

The existing structures in Bolinas were abated and demolished in July 2021. The design of the new Bolinas Marine Laboratory building is underway. Thank you to those from the Bolinas Community who attended our Town Hall on August 24.

Thank you for your patience as we work to improve our campuses. 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 bond projects.



Dive Tower, Miwok Aquatic and Fitness Center, Indian Valley Campus



Life and Earth Sciences Professor Joe Mueller, Trustees Stephanie O'Brien, Wanden Treanor, and former Trustee Stuart Tanenberg with Coast Guard dignitaries at Bolinas, photo by Robin Jackson



Fiscal Services

What's New in Payroll?

The Payroll department, Patrick Ekoue-Totou, his IT staff, and Katy Bauer are implementing a digitized Overtime Authorization/Timecard for full-time Classified Staff for use this fall. We completed two training sessions with Patrick, Dong, Katy, Payroll Staff, and the Administrative Assistants on August 9 and August 17. They were well attended and went very well.

We are also working toward digitizing the "Authorization for Paid Overtime/Comp Time" form generally used for rentals by Maintenance and Operations, Police, and Custodians. We are confident that the automated forms and approval via Adobe Sign will streamline processes while eliminating late timecards and errors.

We appreciate the time and effort contributed by all who participated in this process.

Instructional Materials Fees (account 43020)

Some courses charge students a Materials Fee for instructional materials. Please note there are restrictions about what can be purchased with those fees—they can be found in the CCCC Student Fee Handbook. These purchases are reviewed by our external auditors when requested by the Chancellor's Office so it is important to ensure any charges to account 43020 meet the requirements for materials fees

Purchasing

Friendly reminder to please reference the District's Purchasing Matrix before making purchases. The Purchasing Matrix can be found on the Fiscal Services website under Accounts Payable/Purchasing: <http://fiscal.marin.edu/sites/fiscal/files/2020-2021-Purchasing-Matrix.pdf>. The bid limit threshold for goods and services is adjusted annually, so please check the Fiscal Services website in January for the updated Purchasing Matrix.

Procurement Card Holders

Now that we are back on campus, please comply with the Procurement "P-Card" [Handbook](#) which was recently updated. The requisition system is the District's primary venue for purchasing and the P-card should be used minimally for incidentals. Please note, not complying with the P-card Handbook may result in suspension or termination of your P-card.

Check Request Digitization

The Check Request and Foundation Check Request have been added to the Adobe Sign template library. Please include 3 signatures:

1. Requestor
2. Budget Manager
3. Director of Fiscal Services

Include a copy to Accounts Payable by entering as a CC

Please attach legible receipts, provide a **detailed description** of the expenditure(s), and adhere to the restrictions noted.

The Foundation Check Request has the same signatures, with the following exception:

1. Requestor
2. Budget Manager
3. Director of Advancement
4. Director of Fiscal Services

FY 2021-2022 Timecard Schedule

can be found on the Fiscal Services website under [Payroll](#). It includes the deadlines for both PAFs to Human Resources and the timecards to Payroll. Please contact Payroll department for questions.

Reminder about Grants

Recipients of external funding should review [AP 3280](#) and [BP 3280](#). BP 3280 states that the Board shall be informed of all grant applications made and grants received. Additionally, the Superintendent/President shall establish procedures to assure timely application and processing of grant applications and funds, and that the grants that are applied for directly support the purposes of the District. AP 3280 states that the Grant Manager shall comply with the requirements, which are summarized below:

- Executive summary is provided to Superintendent/President for approval
- Contract to be reviewed/signed by VP of Administrative Services
- Contract to be approved by the Board of Trustees as an action item



Fiscal Services

continued

Year-End Audit

Just a reminder, we aren't done yet. Although the auditors did their remote fieldwork in June, Suralink, the audit portal has year-end requests that need to be fulfilled for them to complete the year-end audit. The current plan is to complete the audit so the financial statements can be presented at the November Board meeting so it will be critical to respond to their requests in a timely manner. If you haven't logged into Suralink recently, please check to see if you have any outstanding audit requests. Thank you in advance for your prompt attention to these audit requests.

Student Financial Aid

Fiscal Services in conjunction with Enrollment Services provides financial aid to our students.

Enrollment Services is responsible for awarding the aid to students. Fiscal Services is responsible for ensuring the funds are disbursed to the students. The process of disbursing funds to students requires a review of each student account to ensure all eligible unpaid fees are deducted from the awards before the disbursements are processed. Fiscal Services then uploads the student files and wire transfers the funds to BankMobile. BankMobile disburses the funds in accordance with the students' preferences.

This process usually occurs weekly for several weeks beginning with the start of the semester. The week of August 16, 2021 was the first financial aid disbursement for Fall 2021 semester. About \$550,000 was disbursed to students this week. It is a very time-consuming but worthwhile process to ensure our students have the financial aid they need.



Nightlife, by Shook Chung (2021 UCDA Design Award Winner)

College Services

Welcome Back and welcome to those who are new at College of Marin! We have missed everyone and hope this finds you safe and well. We are excited to see you and welcome everyone to our new location. In case you missed it, and as things have changed so much during the last 18 months, we wanted to provide you with an update on our new location and also an overview for those who may not be familiar with our services so we can support you this year with all your print, copying, design, mail and receiving needs. We also realize many of you have joined COM in the past year or more but possibly never been on campus so hopefully this offers you help with supporting our students and the COM community. We are always available for information, assistance or just a chat to

get acquainted!

Who We Are and What We Do

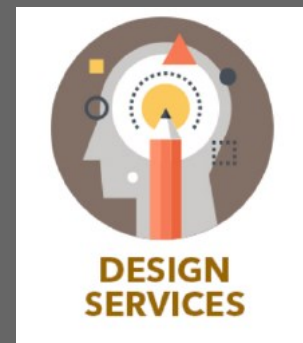
College Services encompass Graphic Design, Web Design, Mail Services, Shipping/Receiving/Courier, and Asset Management. Our award-winning team is dedicated to providing hands on, state of the art, full-service support for all staff, faculty and administrative needs, from start to finish. We have the equipment, expertise, and experience to make it happen for you. By taking advantage of all we have to offer, you can improve your event, program, departmental and other communication needs and accomplish your mission to provide opportunities and excellence in education for students at College of Marin.

Event and Program Support

Do you have a new program or an upcoming event? Do you need support to tell students or the public about your existing program or department? When you partner with College Services, planning events and program initiatives with us is a win-win for everyone. We can assist you in the early stages with everything needed to promote your event or program and make it a success. We are here to consult with you so let us know what is in the pipeline as early as possible and we will be there to support you.

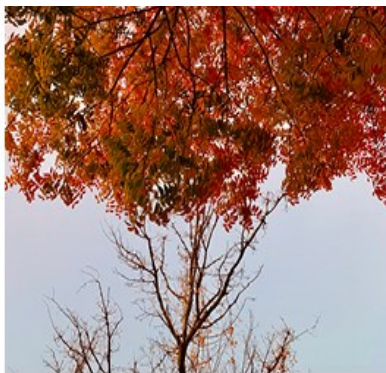
Our Services

We offer a full line of creative, print, mail, receiving and other services. We provide a huge range of creative design for professional looking pieces and have our own top notch full service, in house print and copy service to support your projects. Please visit us at <http://www1.marin.edu/college-services> There you will find a link to our easy to use, convenient online ordering system and instructions on how to register and place orders for our print, mail and creative design services. As always, we are here for you so please always feel free to contact us anytime.



More Awards for College Services staff!

The judges of the annual UCDA Design Awards have chosen not one *but TWO* entries by Shook Chung, Senior Creative Designer/ Lead Web Designer, to be a part of UCDA Design Awards Show for 2021!! The eighteen judges evaluated 632 print and digital entries, awarding 210 awards—8 Gold Awards, 24 Silver Awards and 178 Awards of Excellence. This year's show will be a part of the UCDA Design Conference in Denver, Colorado on October 2, 2021. Winners will be recognized during the conference with certificates. Shook won two awards of Excellence for her photography, for her breathtaking "Campus Moments" and "Nightlife" shots! This is in addition to 3 earlier awards from CCPRO that she received for her work this spring. Please join us in offering Shook congratulations for two more awards to add to her collection!



Campus Moments, by Shook Chung (2021 UCDA Design Award Winner)

College Services

continued

You gain access to an incredible range of in-depth service and support, from black and white copying to digital color production, superior graphic and web design and assistance, a complete line of binding and finishing services, interoffice mail and intercampus courier runs, first class and bulk mail preparation, mail and packaging service for instructional or promotional material, receiving and asset tracking, and social media assistance. Or anything else you can think of that falls in those areas! Phew!

Working Together

We work together in partnership with the President's Office to support the Marin Community College District's mission by ensuring that all college promotional, informational, event and communication collateral — both print and electronic— present a consistent image that reflects the college with the utmost accuracy, appropriateness, and professionalism. We do it all with proper adherence to College of Marin brand standards and in compliance and consideration of

environmental and sustainability initiatives. We are dedicated to creating the highest quality in everything we do. You gain access to a professional staff who get it right and the equipment to utilize resources the most appropriately and costs-effectively.

Where Are We? Just a few steps away!

College Services moved in March of 2020 to our new location at 941 Sir Francis Drake in Kentfield during the first week of the stay-at-home order. It was challenging but we have been operating fully at that location since then and though we are not located on the main campus, we are housed in a very beautiful and functional space for our operation. It is only a *short, short* jaunt across the street from the Academic Center, just two buildings down. We feel lucky to have such a great space to work and welcome you to come visit anytime!

Copy and print jobs are still available for pickup in person at 941 Sir Francis Drake, and we love to see everyone, however we will also deliver them to the Kentfield mail room upon request (on your print order), and as always, to IVC on the courier run. If orders are large, we can work with you to deliver them to the appropriate location.



BOOKSTORE



Welcome to New M&O Staff



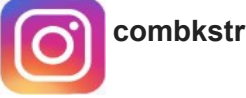
Sebastian Uhalde, Gardener

My name is Sebastien Uhalde and I was born in the South of France in the Basque Country.

I come from a long line of Shepherders and Farmers.

Favorite quote on gardening is: "Spring is nature's way of saying 'Lets Party!'"

120 Kent Avenue
 Kentfield, CA 94904
 Park in Lot 1 *permit required*
 Website/Online Store
CollegeofMarinshop.com
 Contact us
bookstore@marin.edu
 (415) 485-9394



Course Materials are available to rent or purchase* at CollegeofMarinshop.com in print and digital formats. Course Related Supplies are also available, including lab supplies, office supplies, *QuickStudy* and more.

Online orders are fulfilled in order of receipt, within 1-2 business days. Click [here](#) for a video tutorial. Please note: If you do not see course materials listed for your course(s) yet, we are still waiting to hear from the Instructor.

**Financial Aid/Scholarships Fund availability is specific to the program, contact your Program Coordinator for details.*

Please visit our [Store Hours](#) page for current Curbside & Walk Up Options. Limited In-Store Shopping available via customer service.

Thank you, and stay safe and healthy!

Gardener, Maintenance & Operations

Christopher Harshberger joins us after working three years as lead gardener at a Sonoma Valley winery. Prior to that engagement, he spent nine years as a 3417 gardener with the SF Recreation and Parks Department, where he maintained and enhanced the six gated parks of the Visitacion Valley Greenway, along with the neighborhood's Carnegie Library down the street. Before becoming a public servant, he spent over a decade working for, and learning from, a number of talented horticultural professionals from Cape Cod to Santa Fe and Denver, both as a nurseryman and a gardener, before spending two years running his own design/installation operation on Capitol Hill in Washington D.C. He is very pleased to now be part of the team at the College of Marin. .



Christopher Harshberger, Gardener

Electronic Signatures and Paperless Processes

The IT department, with support from College Services, Fiscal Services, and Administrative Services staff has been working to convert many paper-based forms and processes onto the Adobe Sign, DocuSign, and LaserFiche digitization platforms. Please submit an IT ticket if you need help converting a paper-based process.

<https://byod.marin.edu/>

Adobe Sign

The Adobe Sign platform allows for electronic signatures, routing of documents via email, and storage in the cloud to eliminate the need for storing large amounts of paper. The following Fiscal Services forms are on the Adobe Sign portal and can be accessed via the MyCOM portal under Employee Only [Forms](#):

- Affidavit of Missing Receipt
- Agreement for Services
- Check Request
- Expenditure Transfer Request
- Foundation Check Request
- Procurement Card Monthly Purchase Report

Additionally, the Overtime Authorization and Timecard new combined form for Classified staff and the Request for Disposal of Equipment are available in the Adobe Sign library. If you have any questions about use of these forms, please contact [Katy Bauer](#), who can direct you to the correct individual.



Featured Technology Applications

Information Technology

COM Wifi Coverage Expansion

The College of Marin IT department has been working to expand wifi coverage on both of our campuses. We have added Wifi coverage in parking lots and open spaces. The wifi expansion is funded by Measure B, and furthers the College's mission to support students by providing equitable opportunities and services in an innovative learning environment.

Phishing Scams and Social Engineering

To train our users against risks of phishing scams and social engineering, as well as for meeting compliance requirements, the IT department will continue to engage our community through various tools. Please be vigilant and do not fall for phishing emails impersonating College executives. Users who are interested in our training portfolio may visit the KnowBe4 [link](#) (click on "ModStore"). You are the last line of defense in keeping College of Marin safe.

Zoom Video and web Conferencing

The College has recently migrated all user accounts onto a new CCC platform and our logon processes have changed. You

may log onto your Zoom account from:

(a). The COM customized URL

link: <https://marin-edu.zoom.us>

(b). Previously used links: <https://zoom.us> or <https://conferzoom.us>

(c). MyCOM portal

(d). OR you may still access your Zoom account using the Zoom Desktop app.

You have 2 login options: (a) using your Zoom email address and Zoom password; (b) or by clicking on the "Sign In with SSO" button and then entering the domain "marin-edu".

Also, note that College as a whole is over our Zoom recording storage allowances. Please audit and clean out your Zoom recordings. Here are some suggestions on how to help us reduce our storage consumption:

Delete recordings that are obsolete or not in use;

Download recordings that you may want to keep long term to local storage.

[How do I delete cloud recordings](#)

[Zoom cloud recording overview](#)

[Accessing and Scheduling Zoom meetings in Canvas](#)

[Scheduling Zoom meetings](#)

Maintenance & Operations

Welcome to New Staff

Over the summer the Maintenance and Operations department was able to hire five new custodians. Bruno Solis, Deivys Ortiz, Emma Pereza, Judith Tejada and Jose (Robert) Alvarez Gonzalvez. One of our custodial staff, Rolando Bogran, applied for and was hired on in the Grounds department as a Gardener. We were also able to fill two gardener vacancies with new hires Christopher Harshberger and Sebastian Uhalde. Please introduce yourselves and welcome them as you see them around campus.

In response to COVID-19, all Maintenance and Operations Custodians received training on effective cleaning and sanitization processes to combat the pandemic. Custodial staff were trained on the proper use of peroxide-based backpack fogging system purchased by the College. These systems ensure all surfaces being used for the limited number of in person classes are properly cleaned with Oxivir, a product with a 1-minute dwell time for most infectious diseases. High touch surfaces were, and continue to be cleaned by custodial staff in all common spaces. These include, door knobs and handles, seat backs, light switches and restroom fixtures.

The foggers, in conjunction with our increased custodial staffing levels have help to keep the campus as safe as possible and allowed us to continue the mission of the College to provide equitable opportunities and foster success for all members of our diverse community.

In closing, I want to extend my thanks and gratitude to the entire Maintenance and Operations department who have worked diligently to keep us all safe during the continued pandemic allowing the College to provide the needed support to our students, faculty and staff.



Parking Lot 2 Bus Stop, Kentfield Campus

M&O Updates

As staff return they will find that trades staff have been working diligently to install acrylic barriers in public facing areas to minimize any potential disease spread. These areas include cashiering, enrollment services, computer labs and the library. Please notify the Maintenance and Operations department if you find an area we may have missed.

During the summer the College also worked closely with the County of Marin and Ghilotti Brothers Construction on the Sir Francis Drake repaving project, specifically as it relates to Parking Lot 2. For those who are not as familiar with the campus, Lot 2 is on the north side of Sir Francis Drake across the street from the Academic Center and Circle Drive. The bus stop has been relocated to in front of Lot 2 in the hopes of discouraging individuals from jaywalking across Sir Francis Drake, as there is a crosswalk at the corner of Elm and Sir Francis Drake. This portion of the project also included a new retaining wall, fencing, and an accessible ramp from the street level to the parking lot level.



Administrative Assistant Terry Brown, Academic Center, Kentfield Campus

Emergency Provision Cabinet Contents

Nutrition/Hydration

- 1 Case Food Bars 3600 Calories - 180 Meals
- 200 Water Packs

Emergency Lighting

- 20 12-hour Lightsticks
- 12 Flashlights (D-Cell)
- 24 D-cell Batteries XL Flashlight w/Battery

Evacuation and Tools

- 2 AM/FM Communications Radios
- 4 AAA Batteries (for radio)
- 5 Whistles
- 5 Orange Safety Vests
- 1 Roll of Yellow Caution Tape
- 1 Utility Rope 50FT
- 1 Roll of Duct Tape
- 5 Hard Hats
- 50 Dust Masks
- 5 Piece Pliers Set
- 1 Crow Bar
- 1 Multi head Screw Driver
- 5pr Work Gloves
- 5pr Splash Goggles

First Aid/Trauma

- 1 Emergency Trauma Bag (complete)
- 1 Box Latex Gloves 100ct
- 25 ABD Dressing Pads



College of Marin Police Department

Police

Emergency Provision Cabinet Project

The mission of the College of Marin Police department is to enhance the educational process by providing a safe and secure environment through professional service to our College community. As members of the College community, we all share the responsibility of maintaining a safe educational environment. Your safety and well-being are the primary concern and responsibility of the police department.

As a College staff member and as a designated government Disaster Service Worker, you have the responsibility to be prepared to provide emergency assistance in support of the students and your fellow employees. Today is a great day to start preparing for a disaster. Everything you do, to get ready today, puts you one step closer to readiness.

To familiarize yourself with emergency procedures on campus, please read through a copy of the College Emergency Guidelines Handbook, either a physical copy or a digital copy available via the police department's website.

Inside, you'll learn about campus emergency response centers, evacuation areas, and emergency phone numbers for first responders. Fire, earthquake, other environmental threats and utility blackouts are also discussed, and there is a good list for your basic emergency supply kit.

In the event of a major disaster, you might need to shelter in place and survive with your own resources for days without power or utilities. Remember that if power is out, gas pumps won't work, ATMs won't work, and grocery stores will be closed. Disaster planning is about keeping you safe, warm, and fed after a disaster. Since you spend about a quarter of your adult life at your workplace, it's wise to consider you may be on-campus if a disaster strikes.

Police

continued

In 2020 the College Police department purchased four emergency provision cabinets. The cabinets contain emergency supplies that may be accessed by breaking the entry glass in an emergency. Keys to the cabinets are maintained by the Police and the Maintenance and Operations departments.

Where are they? They're located at Indian Valley Campus in Main Building 27 at the bottom floor of the west hall, and at the Kentfield campus, in the Student Services Cafeteria, the Academic Center second floor, and the SMN 2nd Floor lobby. The Police department will monitor, replenish and replace supplies inside the cabinets as necessary. An inventory checklist with expiration dates for specific items makes the cabinets easy to maintain.

What's inside the cabinets? They contain various safety items in categories such as food, water, sanitation, lighting, tools, equipment, blankets, and first aid. What kind of food is inside? Cases of food bars that provide high-calorie nutrition for up to 180 meals: they probably don't compare to your favorite comfort food, but it's meant to keep you fed until help arrives.

Also of importance, the cabinet includes portable AM radios, which can provide crucial information after a disaster. There are light sticks, which provide a reliable lighting source, space blankets which are great for keeping warm, crow bars, portable toilets, hard hats, rope, and yes, even duct tape.

Emergencies strike anytime, anywhere. Is your office prepared to get through one during working hours? Knowing the location and contents of each cabinet gives people an extra boost and a means to survive until rescuers arrive and service resumes.

The Emergency Cabinet 100 contains 36 different types of emergency supplies to prepare your office for minor or major emergencies, including earthquakes, floods, tornadoes and power outages. Supplies include food, water, lighting, evacuation equipment and tools, and extensive first aid materials. There's even a pre-packed grab-and-go emergency response kit in case you have to evacuate fast. The free-standing, lockable cabinet includes a key under breakable glass unit for immediate access during emergencies.

They contain: food, water, light-sticks, flashlights, radio, whistles, vests, hard hats, caution tape, rope, duct tape, dust masks, pliers, crowbar, screwdriver, work gloves, goggles, Trauma bag, latex gloves, first aid supplies, splints, biohazard bags, garbage bags, bodily fluid clean-up kit, toilet paper, blanket, emergency guide, portable toilets, toilet chemicals, candles, matches, and hand wipes.

The police department is in the process of creating a video that will educate all staff members regarding the emergency provision cabinets, and our Alertus Emergency Alert System. We hope to have this ready for you during the fall 2021 semester.

COVID-19 Reminders

- Facial coverings are required in common and public indoor spaces and outdoors when distancing is not possible regardless of vaccination status



- Complete the Symptom [Tracker](#) each time you come to campus

SYMPTOM SCREENING



Complete the Symptom Screening daily before you access campus.



Safety Max Preparedness Solutions cabinet contents

Facility Rentals

Welcome Back!

As we head into fall semester and many are just coming on to campus for the first time in about 18 months, our campuses look quite a bit different, but in a very exciting way. Facility Rentals started up again in March 2021 with a phased in approach with many COVID-19 protocols in place. In May, we opened the track and tennis courts to the public and continued to partner with our local first responders in preparation for wild fire season. As the County has begun to open up, the interest in our facilities has grown and reservations have increased, especially with the highly anticipated openings of the Bill and Adele Jonas Center and the Miwok Aquatic and Fitness Center. Final planning and arrangements are being completed on both of these facilities in preparation to open early this fall.

College In-Person Meeting Requests

As we phase in coming back to campus, more in-person activities and meetings are starting to occur. With this in mind, a few reminders in regards to process and protocols for these activities.

- Please explore virtual options and determine that this activity must take place in -person
- Activity has been approved by your Dean/Director/Supervisor/Advisor
- All conference and room requests are to be made through Facilitron. If you do not have access to Facilitron, please contact [Lindsay Bacigalupi](#)
- Everyone on campus must wear facial covering in common and public indoor spaces and outdoors when distancing is not possible – **regardless of vaccination status**
- Symptom Screening must be completed by all participants prior to entering a campus facility. Please stay home and avoid contact with others if you are sick
- Event/Meeting requester or department, is responsible for all Schooldude requests (unlocking and locking of doors, event set up, etc.) and that all campus protocols are followed
- If your activity includes using the College logo or artwork on any distribution, please complete appropriate request through the College Services Storefront
- If your activity includes photography or filming on campus, the appropriate Photography and Video Release Agreement has been distributed
- Student Organization/Club requests to host events and meetings in person should continue to go through the Student Activities and Advocacy Office

Current Events

Farm Stand at IVC	Every Saturday from 10am – 2pm through October
Organic Farm Plant Sale IVC	September 10, 11, 17, 18 from 10am – 2pm
Women's Water Polo First Home Game	September 15 at IVC Pool

Contact Us

Give us a call for more information about our services:

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gnelson@marin.edu

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