

Administrative Services

FISCAL SERVICES



COM staff - It's Fall Y'All

- The Claim for Travel Reimbursement form has now been added to the [Adobe Sign](#) template library.
- [AP 7400 Travel](#) has been revised; all travelers are encouraged to review prior to incurring travel expenditures.
- Fiscal Services would like to extend a sincere thank you to all individuals who assisted with providing items required by our auditors. The District again had a successful financial audit for 2022-23 and we couldn't have done it without the help of our stakeholders across the College!



Learning Resources Center, Kentfield Campus

Measure B Projects

Learning Resources Center

Increment 1 (utilities and site preparation) is complete. Foundation concrete pours are scheduled for 11/18, 12/2 and 12/16. Over 5,000 cubic yards will be poured; each Saturday, work will begin at 3:00 am and last up to 15 hours.

Bolinas Field Station

All demolition of prior building/site is complete. Mass excavation has begun and off haul will follow. Sheet piles for the foundation have been installed.

FIRE Foundry

Design meetings are underway.

COLLEGE POLICE



Communication and Community! The Police Department would like to offer students, staff, and faculty a free pizza lunch. Police officers and staff will be available to answer any of your questions, and listen to your input. Come by and say hello!

TUESDAY

DECEMBER 5, 2023

12:40 PM -1:30 PM

AC Quad, Kentfield Campus

COLLEGE SERVICES

Eat, Drink, and Be Merry!



Please join College Services for a Holiday Cheer Party and wish Annie Ricciuti a happy retirement! Hope to see you there!

FRIDAY

DECEMBER 15, 2023

12 PM – 3 PM

**941 Sir Francis Drake Blvd., Kentfield Campus
(Across from the Academic Center)**

Community Programs



COM staff - It's Fall Y'All, Kentfield Campus

Community Education

Registration will be available for Winter and Spring terms beginning January 3, and classes will be available to view beginning in December. In the meantime, check out Fall II short-term classes still enrolling at marincommunityed.com: [Using Your Smartphone to Capture the World Around You](#), [How Yeast Built Civilization: The Impact of a Single Cell on Food and Drink for the World](#), [Romantic Holiday Meal Culinary Workshop](#), and [The Enchanted Now Mindfulness Retreat](#).

Organic Farm

We just wrapped up our 2023 season by hosting our Fall-Plant Sale and annual Olive Harvest. We harvested over 600 lbs. of olives with the help of over thirty volunteers and community-ed participants. We had our olives pressed at McEvoy Ranch, yielding about 12 gallons of fresh olive oil. We also held the season's final Farm Stand and CSA distribution on October 28 — the Farm Stand is closed until next year as we prep our beds for winter planting and prepare for our 2024 Spring Plant Sale. Feel free to reach out to organicfarm@marin.edu for more information about the farm and our offerings!



Olive Pressing, McEvoy Ranch, Petaluma

MAINTENANCE & OPERATIONS

Instructions to temporarily set doors to unlocked mode

SecureALL door locks with a traditional door latch (pictured below) can be temporarily unlocked for up to 4 hours (programmed by the Maintenance and Operations Department). In order to manually unlock the door, first present your key fob to open the door and open the door as if entering the room. Once open, quickly depress the door latch twice. To confirm it is now unlocked, the lock mechanism will beep twice and flash rapidly for one to two seconds indicating it is now unlocked. If the door lock mechanism does not beep and flash, repeat the process.

Note: this will not work on doors with egress hardware (long exit bars pushed to exit from the inside of a building).



“When we give cheerfully and accept gratefully, everyone is blessed.”

-Maya Angelou

Information Technology



Drum Circle - It's Fall Y'All, Kentfield Campus

Multi Factor Authentication (MFA) Process

In an effort to limit malicious user accounts break-ins, a change with Multi Factor Authentication (MFA) process will be initiated in January 2024. Logon verification codes will no longer be available through email.

What IT will do:

- Help our users adopt the recommended code recovery options (text messages and authenticator apps)
- Email option will still be available until **January 2024**, at which time it will be removed.

What you can do:

If you have not already done so, please configure the following 2 code recovery options:

- Cell phone: users will get codes through text messages.
- An authenticator app ([Microsoft](#), [Google](#), or [Authy](#)). With this option, your phone's app generates the code; there is no need for connectivity to the telephone carrier network.

To start:

Go to the *Account Security* section in [MyCOM settings](#) (or click [here](#) for instructions).

Resources

[Multi Factor Authentication \(MFA\) Setup](#) (How to setup your MFA instructions)

[What is Two-Factor Authentication? \(2FA\)](#) (Short Video)

[Multi Factor Authentication \(MFA\) for COM Web Services](#) (Learn more)