

# FINANCE AND COLLEGE OPERATIONS NEWS

Bi-Monthly Newsletter

August 2018

## Welcome to Fall 2018 semester



Greetings and welcome back. It is my sincere hope that everyone got to take some time off to spend time with friends, family or loved ones this summer. As we gear up for the new

academic year, we are pleased to share with you the significant work and initiatives that have taken place on both campuses.

As I mentioned at the Convocation, I want to take a moment and thank the Maintenance & Operations staff for all of their work over the summer. Many of the items we wanted to get completed were sidelined for other pressing items, but we were able to accomplish many projects. So, please take a moment and say thank you to those who work in the

trades, custodial, and gardening departments.

Also, many of you have seen the devastation of the wildfires statewide. We will continue to offer support, where we can, without depleting the resources needed to operate the District safely and securely. I am proud of Campus Police and the time that officers have spent in Mendocino, Lake and Shasta Counties supporting local agencies and emergency efforts.

This summer, the College Operations staff moved to the newly renovated Building 11. The following offices have relocated to the first floor of Building 11 at IVC: College Operations, Capital Projects, and Facility Rentals. The first floor also houses a permanent records room that was developed for Human Resources and Legal Services. Human Resources department occupies the second floor. Please take a moment to read through this newsletter and learn about capital projects and modernization updates, services available to you, and upcoming community events.

### New Staff in Finance and College Operations



In July, we welcomed **Jesse Klein** as the new Executive Assistant to the Office of Vice President of Finance and College of Operations. She moved to the United States in 2003 and began her college career by completing the ESL program at College of Marin. She has worked as Administrative Assistant for Credit and Non-Credit ESL and served as Program Specialist for Community Education, Lifelong Learning and International Education at COM since 2004. Jesse joined Sonoma State University as Assistant to the Dean of the School of Education in 2016. Jesse is happy to return to College of Marin where she discovered her passion for higher education. Jesse received an A.A. in Business Administration at College of Marin and a B.A. in Liberal Studies (Cum Laude) at Sonoma State University. She enjoys mentoring young people, loves watching movies and traveling with her husband, Mike Klein, and their daughter, Addie.



Before

After



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Building 11, Second Floor, Indian Valley Campus

## Next CBOC Meeting

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

Tuesday, September 25, 2018 at 4:30 PM

Indian Valley Campus  
1800 Ignacio Blvd.  
Novato, CA 94949  
Building 10, Room 140



Miwok Exterior, Indian Valley Campus



Pomo Cluster, Indian Valley Campus

## Capital Projects

**Measure B Bond Projects** — The Indian Valley Campus and the Kentfield Campus went through considerable changes this summer. We vacated the Miwok Cluster and the Pomo Cluster in preparation for new projects at IVC and continued making improvements to the Athletic Fields at the Kentfield Campus. Construction will continue throughout the Fall at both campuses; however, the bulk of the construction projects will continue to be at IVC.

At the Kentfield Campus, we finished Phase I of the Athletic Fields. The project includes the completion of new tennis courts, new synthetic turf soccer field and sand volleyball courts. Work started and continues on Phase II of this project which is expected to be completed in early 2019. The Phase II work includes completion of a new synthetic turf baseball field along with addition of a restroom and concession building among other related structures. We also completed upgrading the stage at the Performing Arts Building. The

next major project will be the construction of the Maintenance & Operations building which is currently in Design but scheduled to start construction in Spring 2019.

At the Indian Valley Campus, we completed Phase I of the Pomo Cluster which is a project that improved the exterior of the buildings. Phase II which includes making interior improvements to the buildings is already underway and expected to be completed by next Summer 2019.

Abatement work for the Miwok Cluster was completed, and demolition is scheduled to start towards the end of August with construction of the new Miwok Center scheduled to start in late September.

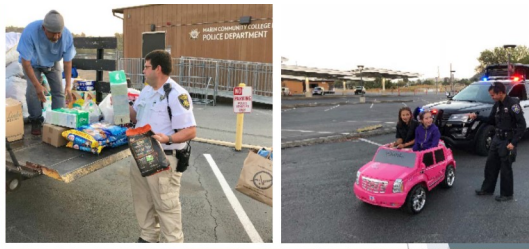
The Organic Farm project is nearing completion and is scheduled to be completed in September with the ribbon cutting scheduled on September 29<sup>th</sup>. Building 11 was completed in June, and now serves as the new home for Human Resources and College Operations.

Thank you for all your patience as we work to improve our campus.

Contact Isidro Farias, Director of Capital Projects, at [ifarias@marin.edu](mailto:ifarias@marin.edu) for more info.



COM Police Chief and staff during recent outreach efforts



## Police

**Are you ready for a building evacuation? Being prepared for an emergency on our campus is our collective responsibility.**

Disasters and major emergencies can occur without warning and create serious risks for the College of Marin community. Practicing for an emergency is a proven way to increase our safety.

In order to better prepare for an emergency, we are planning fire drills for both campuses. We will activate alarms and evacuate buildings to designated evacuation areas. After all building are evacuated, we will silence the alarms and give the go ahead to resume operations as normal.

**The fire drills are scheduled for Wednesday September 26<sup>th</sup> in Kentfield, and Wednesday October 3<sup>rd</sup> at IVC.** Each building, or set of buildings, have a designated "Building Emergency Leader" (BEL). Each BEL will work with staff within their own building or set of buildings to ensure an evacuation plan has been made. The training will help staff to efficiently direct occupants out of the building during the alarm. The BEL is responsible for their building in an emergency and will recruit others to help personnel evacuate, train staff in evacuation routes, write up an after action report on the fire drill, and

be a liaison to the police department. When confronted with an emergency, remember these guidelines:

- Remain as calm as possible. Take deep breaths, look around and evaluate.
- If you are instructed to evacuate a building
  - ◇ Cooperate with emergency personnel
  - ◇ Move at least 100 feet away from the building or as far away as possible
  - ◇ Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and personnel
  - ◇ DO Not re-enter evacuated buildings until those in charge of the evacuation say it is safe to do so
- If requested, assist emergency personnel
- An emergency command post may be set up near the emergency site. Keep clear of the command post unless you have information to report.
- The College may be isolated from outside help for 72 hours or longer.
- You should keep emergency supplies in your car and office.

The practice we get during a fire drill will alert us to weaknesses or failures in our system and better prepare us for emergencies in the future. Thank you in advance for your 100% participation in this fire drill.

## Parking Permit

**It's time to renew your parking permit!**

The current yellow staff parking permits will be expiring on October 1, 2018. Please be sure to submit a renewal request to the Police department as soon as possible in order to receive your new permits in time and not risk a citation. There are forms available to fill out by the drop boxes in the mailrooms at both campuses, as well as online through your employee [MyCom portal](#). When completing the form, please be sure to include where you would like the permits sent to. You can also skip filling out the form and stop by the Police department in Village Square at the Kentfield Campus to pick up your permits in person. You may also email the information from the form directly to PSA Jessica Tucker at [jtucker@marin.edu](mailto:jtucker@marin.edu).

For more campus parking permit information, visit <http://police.marin.edu/parking-permits>.

## Payroll Reminder

Friendly reminder to authorizers of student and hourly timecards: Please check hours carefully on timecards. Make sure the hourly employee is not exceeding maximum amount of weekly hours per the PAF. Make sure that the hourly and or student worker does not exceed the district work day of 7.50 hours per day.

Payroll schedule and deadlines as well as other Fiscal Services information are available to you on our website: [fiscal.marin.edu](http://fiscal.marin.edu).

## Fiscal Services

### Budget Update

It was great seeing everyone at Convocation and being able to give an update on where the District has planned, maintained, and forecasted the coming years' financial budgets. As a summary of that presentation, we documented how some Districts in our immediate vicinity are facing millions in unfunded costs up to and including potential layoffs, and the Marin County Board of Supervisors has reduced their tax revenue collections.

With all of these actions happening around us, I tried to portray, at a summary level, some of the items that the District has embarked upon over the last four years including, but not limited to:

- Established one of the most aggressive reserve policies in the state
- Mandated a 4-year budget document
- Set up an IRS Trust 115 account to help manage dollars and associated rises in CalPERS
- Paid off long-term liability for OPEB (Only District in Marin County that has done this)
- AAA bond ratings from S&P and Moody's regarding the financial condition and creditworthiness of the District

As with all things, we will have to start planning to tighten our belts. PRAC was presented with this scenario at the end of Spring 2018 so that we have time over the year to plan for reductions for the next 3 years. While we are projected to have a balanced budget, appropriate reserve and are watching the economy closely, we still need everyone's help.

We will be working with PRAC over the fall semester to begin doing preparatory work and look at forecasted budget assumptions for the coming years. Also, any essential positions will need to be presented to PRAC, especially if they are in an unrestricted (general fund) budget.

From there, PRAC will make final recommendations to the President who will then use those recommendations plus all of the data collected over the previous 8-9 months to make a recommendation to the Board of

Trustees for the June 2019 Tentative Budget.

As I said at Convocation, I know we can do it, and with everyone's help we will get there.

### Accounts Payable Tips and Reminders

- As you communicate with your vendors, please remind them to include the COM Purchase Order (PO) numbers on their invoices.
- Please review your invoice and PO activity to make sure an invoice has been paid. Having packing slips in a file or receiving the product does not mean invoice has been paid, especially for small vendors who may not send month-end statements. Make sure the "Bill to" is Fiscal Services at the Novato campus. Departments should review their open POs, invoices paid against a PO and available PO balances to ensure vendor payment and accurate financial reporting for their department.
- Please review, sign and return invoices to Accounts Payable should you receive a request for payment authorization. In order for the district to avoid vendor finance charges, all invoices should be signed and returned to Fiscal without a reminder email or call.
- Signed Procurement card (P-card) reports with receipts are due at the beginning of the month. Unfortunately, Accounts Payable has a short timeline to remit payment to the vendor, so it would be helpful if everyone could have all their receipts ready to go at the end of the month. In addition, all management should support this effort by requesting and reviewing their cardholder's P-card packet timely to meet the A/P payment deadline.
- If a P-cardholder is missing a receipt, they need to submit the [Affidavit of Missing Receipt](#) to Fiscal. Supervisor must sign off just as with the monthly P-card expense report.



Learning Resource Center, Kentfield Campus

## College Services

### Graphic Design Available to All

The Design team in College Services produces a wide variety of material that presents the face of the College to the public and to students and promotes programs, events, initiatives and grants and other public information regarding the College of Marin.

Design work has no impact on department budgets, so it is an amazing benefit that is available at the college for staff, faculty and administrators to support all your diligent efforts for your department and to get the word out to students and the public about all the great happenings at College of Marin.

### New Process for Graphic and Web Design

We have a new process for ordering all Graphic Design and Web Design! We now have an order form integrated into our online storefront at [marin.webdeskprint.com](http://marin.webdeskprint.com) so you have all you need in one place! Let's hear it for one stop shopping!

Now when you want to order a brochure, poster, postcard, class flyer, invitation, certificate, promotion for your upcoming event, web page, photography, advertising or anything design related that you can think of,

simply follow these easy steps:

- Go to our storefront at [marin.webdeskprint.com](http://marin.webdeskprint.com)
- Login as usual from your browser with your credentials. If you have not yet registered, please see the instructions on the home page for registering and follow.
- Click on one of our convenient icons on the home page OR choose from the NEW ORDER menu in the upper menu selection.

### *You might ask, "Why can't I do my own design? I have software and know what I want!"*

There are many reasons to choose the College Services team to act as your partner in graphic and print communications. From graphic and web design to printed flyers, posters, brochures, business cards, signage and everything in between, we have the equipment, the software, the expertise and the facilities to make it happen.

Our Mission and purpose is aligned with the design and branding integrity of the College. We are your complete source for award winning design and printing. The Design team and College Services insures and maintains the graphic integrity of the College brand, as well as insuring all legal, board and other requirements are met on promotional material.

## College Services *continued*

### *Planning... planning... and did we say, planning?*

Kidding aside, this is the most important key to a successful campaign. Our amazing team of designers is available to meet with you in the earliest and initial planning stages of your project or event. Please let us know as soon as you begin working on a project or event and we will be happy to set up an intake meeting to discuss the scope of your needs and the parameters of the design and print pieces we can create for you. We have a wealth of professional experience in event planning and promotion that is available to you so please be sure to include us and think of us when you begin planning for the future. It is never too early for us to meet with you!

### *Experience and support*

We work in collaboration 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.

More information available at our [College Services web page](http://marin.webdeskprint.com) or come see us in Learning Resources Center. We're happy to help you with your needs!

## Can I receive software discounts as a COM student or employee?

Educational software applications could be purchased from various sources. For your convenience, the Information Technology Department has leveraged our Volume Licensing subscriptions to provide you discounts.

Because of the College's Software Assurance benefits restrictions, the discounted software license will remain active, only if the student is currently registered with COM or if the staff is still employed. [Click here to learn more.](#)



### IT Support

## Information Technology

### COM ServiceDesk



On August 3<sup>rd</sup>, 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>

### Multi-Factor Authentication (MFA) for COM Web Services



The College implemented a security enhancement that has provided additional protection for your MyCOM account. MFA secures your account by sending a verification code to a mobile device or email address. You may already have used MFA with your online banking or other web services. For further information on MFA, please visit the links below: <http://it.marin.edu/blog/multi-factor-authentication-mfa-com-web-services>

### Email phishing simulation and training

**KnowBe4** To mitigate cyber hacking risks, we have contracted with Human error. Conquered.

**KnowBe4**, an email phishing simulation and training vendor. COM 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. You will be receiving a notice to conduct the training at [training.knowbe4.com](http://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.

### New computer deployment



Providing the most up-to-date technology for faculty, staff, and students is our goal. We have completed a deployment of more than 600 devices during the Summer. Please reach out to us if you need help getting familiar with your new environment.



If you need help with any of our current technologies, we are offering a number of basic training sessions in our office at SMN137. Please use the link below to register for a session. <http://forms.marin.edu/form/brown-bag-training-sessions>



## U-Key™ Information



Whether you have just been issued a U-Key or have been using one for a while, please take a moment to read the [U-Key Information Sheet](#) which can be downloaded from the [Facilities, Planning, Maintenance, and Operations department](#) website. The user-guide covers the following topics:

- How do you use the U-Key?
- Putting a Door Into Manual Unlocked Mode
- Taking a Door Out of Manual Unlocked Mode
- Putting a Door Into Local Lockdown Mode
- Taking a Door Out of Local Lockdown Mode

For more information, visit the [Facilities, Planning, Maintenance, and Operations](#) website or contact Locksmith, [Alexio Perez](#) with questions.

## More I.T. Updates

### Helpful tools and links:

- Zoom conference: to get an account, please register at the CCC <http://www.conferzoom.org/ConferZoom/SignUp>
- Password Management: Roboform is free for educational use. It is a cloud-based password management tool that integrates well with your browsers. You may use it for securing your personal accounts. <https://www.roboform.com/promotions/college>
- Microsoft Office: our users can benefit from free Microsoft Office applications for personal use, which can be downloaded from the Office 365 platform through the MyCom portal. <https://products.office.com/en-us/student/office-in-education>
- Software discounts: If you are looking to purchase software for either personal or academic use, please consult the link below. Make sure to read up on the *Terms of Use*. <http://it.marin.edu/blog/sources-academic-software-discounts>

For your technical needs, please connect with the IT department using [COM ServiceDesk](#) or Ext. 8888 or stop by our office at SMN 135.

## Maintenance and Operations

Please remember to use the School Dude app to log any maintenance requests, including problems with electronic door locks (SecureALL). New employee key requests must still be accompanied by the key fob request signed by the appropriate department head or manager (link to form is available at M&O website: [www1.marin.edu/maintenance-operations](http://www1.marin.edu/maintenance-operations)). In an emergency, Campus Police can assist with letting you into a locked room; please call Dispatch at (415) 485-9696 or ext. 7696 from a District phone.

If you do not have access to School Dude, please report the issue with as much detail as possible to your Department Administrative Assistant who can log the request. Please do not email Maintenance & Operations staff with requests as they are often "in the field" and your email may not be seen in a timely manner. The School Dude queue is checked several times daily and requests routed, so it should be used for all Maintenance and Facilities requests. If you have questions about School Dude, please contact Maridel Barr, Administrative Assistant for Maintenance & Operations, via email at [mbarr@marin.edu](mailto:mbarr@marin.edu), or ext. 7451.

# Facility Rentals Update

We had a very busy summer with Facility Rentals and are gearing up for the fall. We are getting ready to welcome many youth organizations to our athletic facilities as well as continuing our current partnerships and hosting new groups as the updates of our facilities continue to bring more people to our campuses. We have a large event coming up on **September 15<sup>th</sup>, *Lead on Climate***, which is expected to bring between 500 and 1000 people to the Physical Education complex at the Kentfield campus. We will be the home facility for several high school tennis matches and volleyball games over the next few months as well as soccer, basketball and sand volleyball. More events and community use are being planned for later this fall.

For facilities and rental reservations, contact Lindsay Bacigalupi at 415-884-3124 or visit [facilities.marin.edu](http://facilities.marin.edu).

<b>August-November</b>	Youth Soccer Practices and Games
<b>August-October</b>	Sand Volleyball
<b>September 15</b>	<i>Lead on Climate</i>
<b>September 29</b>	IVC Open House Groundbreaking Ceremony <i>Miwok Aquatic and Fitness Center</i> Organic Farm Ribbon Cutting Ceremony
<b>September 29-30</b>	Marin Pirate Swim Meet (IVC)
<b>September-October</b>	Youth Basketball
<b>September-November</b>	High School Girls Tennis
<b>November 2</b>	Ragnar Relay
<b>November 22</b>	Turkey Trot (IVC)



Athletic Fields, Kentfield Campus

## Contact Us

Give us a call for more information about our services:

**Fiscal Services**  
(415) 884-3160

[misozaki@marin.edu](mailto:misozaki@marin.edu)

**College Operations**  
(415) 884-3101

[gnelson@marin.edu](mailto:gnelson@marin.edu)

**Capital Projects**  
(415) 485-9518

[ifarias@marin.edu](mailto:ifarias@marin.edu)

**Information Technology**  
(415) 884-3180

[PEkoueTotou@marin.edu](mailto:PEkoueTotou@marin.edu)

**Maintenance and Operations**  
(415) 485-9449

[kchristiansen@marin.edu](mailto:kchristiansen@marin.edu)

**Police**  
(415) 485-9467

[jmarozick@marin.edu](mailto:jmarozick@marin.edu)

**College Services**  
(415) 485-9393

[aricciuti@marin.edu](mailto:aricciuti@marin.edu)

**Facility Rentals**  
(415) 884-3124

[lbacigalupi@marin.edu](mailto:lbacigalupi@marin.edu)