

# ADMINISTRATIVE SERVICES

# NEWS

Bi-Monthly Newsletter

December 2024



Lindsay Bacigalupi, Melinda Durfee, Valerie Marckwordt, Brandon Drake, Lisa Hillstrom, Karen Monterichard, and Monica Rudolph, Harvest Lunch, Indian Valley Campus

Dear Students, Colleagues, and Community Members,

What a great moment to reflect on the remarkable dedication, collaboration, and achievements that have defined our college community in 2024. Each of you has played a vital role in making College of Marin a thriving environment for growth, innovation, and inclusivity.

The holiday season provides a chance to acknowledge the connections we've built, the challenges we've successfully navigated, and the exciting opportunities that await us. It's also a time to recharge and spend quality moments with loved ones while fostering a spirit of hope and gratitude.

I would like to recognize the efforts of our colleagues in Information Technology, Facilities Planning, Maintenance and Operations, Community Programs, Fiscal Services, and Campus Police and Safety. Your commitment to our shared mission is invaluable, and together, we're shaping a stronger and more promising future for our students, faculty and staff, and the broader community.

As we celebrate this holiday season, I wish you and your loved ones joy, peace, and safety. I am enthusiastic about the meaningful work we will accomplish together in the upcoming year!

Yours truly,  
Eresa Puch  
Assistant Vice President of Administrative Services

# Backup and Recovery

With the increased cyber-attack threats, the IT Department is upgrading COM data backup-recovery infrastructure. A significant investment was made in terms of disaster recovery and business continuity. However, more work is needed in regard to data loss prevention.



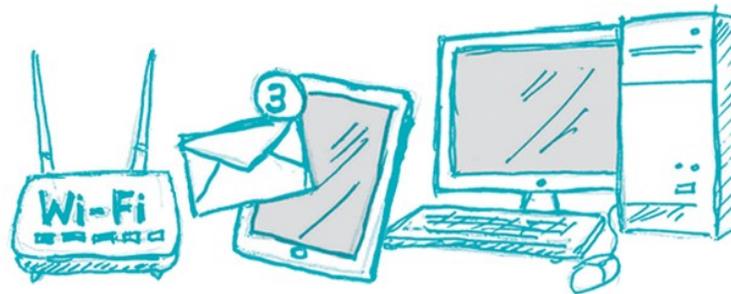
Andy Haber and Matthew Howard, Jonas Center, Indian Valley Campus



# Information Technology

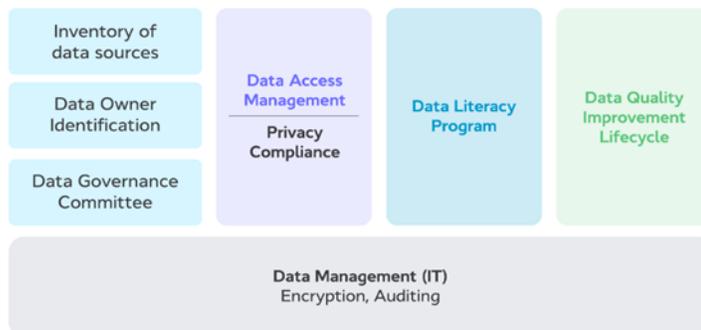
## Better Wifi Connection Management

Recognizing the prevalence of wireless devices on our campuses, the IT department is planning further investment into our Wifi infrastructure through acquisition of an AI enhanced management platform. The goal is to repair, locate or even predict connectivity issues, and thereby improve users' experience.



## Data Governance

As part of our data loss prevention efforts, the IT Department is preparing to migrate our on-premise data to the Microsoft 365 cloud. Currently, we are working to identify files with Personally Identifiable Information (PII) and working with their owners to assess their retention requirements. We hope that a significant percentage will be eliminated, easing data migration. In addition, we will be meeting directly with each functional area to discuss their data management with respect to data sensitivity (Public, General, Confidential, Highly Confidential) and data retention period. More to come!



# Maintenance & Operations

To guide COM's vision for a sustainable future, Maintenance and Operations staff recently attended two seminars put on by local and regional partners.

## Clean Fleet Expo

Assistant Director of Facilities Planning, Maintenance and Operations Enzo Garetto attended the Clean Fleet Expo hosted by the Transportation Authority of Marin (TAM). The one-day event helped COM staff connect with transportation agencies and fleet operators from around Northern California. They also heard from experts and planners on the benefits of electrifying fleets and installing charging infrastructure on school campuses, multi-family dwellings, and public business locations. Discussions occurred around funding opportunities from local resources such as TAM and MCE, as well as state and federal funding options, to assist with the costs associated with the transition to fleet electrification and charging infrastructure installation. The latest in alternative fuel vehicles including light, medium, and heavy-duty options and the latest in public charging infrastructure including L2 and DC Fast chargers were on display. We hope to use this information to inform our future fleet operations for district Maintenance and Operations vehicles.



## C3CONVERGE

Assistant Director Enzo Garetto and COM faculty, staff and students attended the C3CONVERGE 2024 Community College Climate Summit in Sacramento hosted by the Chancellors Office.

“C3CONVERGE 2024 is a pivotal summit that will inspire innovation, build resilience, and drive climate action through education. The summit unites educators, industry experts, and policymakers in a dynamic exchange of ideas, offering unparalleled networking, cutting-edge insights, and empowering educational strategies. Workshops and discussions will deliver actionable outcomes and bring into focus a nationwide community of practice dedicated to sustainability and climate resilience. C3CONVERGE 2024 isn't just an event—it's a movement towards a sustainable future, emphasizing the vital role of community colleges in climate action.”



Attendees viewed presentations on Sustainability on Campus, Building Climate Resilience through Community Engagement and Development, Energy Sustainability, Workforce and Partnerships, Centering Equity in Transportation, Jumpstarting Climate Work, and Social Infrastructure and Public Institutions.

## Hiring Update

The Maintenance and Operations department is also moving forward with hiring a new Locksmith/Carpenter to fill a vacancy. The hope is to have a new Locksmith to assist with the much-needed maintenance and repairs of our electronic and hard key lock systems at both campuses and the Bolinas Field Station.



President Jonathan Eldridge, Sarah Anderegg, and Mici Benet, Jonas Center, Indian Valley Campus

## Welcome New Staff

Having grown up with two public school teachers as parents, Lisa Hillstrom is a lifelong learner and educator who is passionate about education and access. After receiving her bachelor's degree in biology from the University of California at Santa Cruz, one of her favorite jobs was leading hikes for San Francisco K-5 public schools at the Environmental Science Center. Lisa later became a ranger for the National Park Service, developed and led programs for diverse audiences, and earned an award for her partnership work. Lisa has worked in a variety of educational settings both formal and informal and is excited to join the Community Education team. Prior to working at College of Marin she was an education consultant and spent 23 years in the Presidio developing and leading place-based education, public programs, and annual events. Lisa and her husband share a love for music, the great outdoors, their two teenagers and two cats.



**Lisa Hillstrom, Enrollment Services Associate II**



## Community Programs

### Community Education

As the seasons change, so does our programming! The Farm is now closed to the public for the winter months, giving it time to rest and prepare for the coming spring. Meanwhile, Community Education has finalized its Winter/Spring schedule, and registration opens on January 7, 2025.

Enrollment numbers are looking strong, reflecting the community's enthusiasm for lifelong learning. Facility rentals also continue to thrive, with steady demand for our versatile spaces. Thank you for your support in making our programs and facilities a success!

### Harvest Lunch at IVC

Community Programs hosted a Harvest Luncheon for students on November 20 at the Indian Valley Campus. The event was well attended and staff enjoyed serving a delicious lunch to students despite the stormy weather.

**Registration Opens on January 7, 2025 at 9 am**





## Welcome New Staff (cont.)

# Fiscal Services

### Annual Audit

As part of our commitment to ensuring financial transparency and operational excellence, the District has successfully concluded the annual audit! The audit is an essential process that reviews our financial statements, internal controls, and overall operational compliance.

Consistent with previous annual audits, the District received an “unmodified” opinion from the auditors. An unmodified opinion is the most favorable outcome of a financial statement audit. It indicates that the auditor has concluded that the financial statements present a true and fair view of the entity’s financial position and performance, in all material respects, in accordance with the applicable financial reporting framework.

With the addition of two new team members, we are excited to announce that Fiscal Services is fully staffed!

### Welcome to New Staff

Moha Sanaie recently was hired as an Accounting Specialist. Moha has brought with her a wealth of accounting experience from Saudi Arabia Airlines. She earned her Bachelor of Arts degree in English Language Studies and has also served as a temporary accounting

resource at various organizations including the Marin County Office of Education and most recently at COM.



**Moha Sanaie, Accounting Specialist**

We are excited to leverage Moha’s extensive experience in accounting and vendor management.



**Santiago Nocito, District Buyer**

Santiago Nocito started his new role as District Buyer. Santiago has over 13 years of purchasing experience, most recently working as a Strategic Procurement Specialist with Bio-Rad Laboratories. He completed a Bachelor of Science degree in Public Relations and earned both a Commodity Management Certificate and a Purchasing Certificate.

We are confident that his expertise will contribute significantly to our ongoing success.

Please join us in welcoming Santiago and Moha to COM!



Chief of Police Raul Aguilar at Dia de los Muertos event, San Rafael



Jesse Klein, Tessa Loegering, Melanie Palomino, Lindsay Bacigalupi, Tony Clark and Katy Bauer, It's Fall Y'All, Kentfield Campus



Bruno Solis Krummes, Eresa Puch and Katy Bauer, Jonas Center, Indian Valley Campus

## Campus Police and Safety

### It's Fall Y'All

In October, Officers attended the "It's Fall Y'all" event and engaged with students, specifically students were able to try the "drunk goggles" that illustrate the dangers of alcohol impairment.

### Dia de los Muertos

Chief of Police/Director of Safety Raul Aguilar attended the San Rafael Canal neighborhood, "Dia de los Muertos" event. This event is very important for Latino students everywhere. The event included a parade, altars of remembrance and other cultural significant events.

### Talk and Toppings

On December 4, the College of Marin Police Department and Campus Safety hosted "Talk and Toppings!" Students and staff were invited to join the Campus Police department for free pizza while meeting Officers, Cadets and our Police Services Assistant.



Lindsay Bacigalupi, Jesse Klein and Sarah Paoli, Jonas Center, Indian Valley Campus



It's Fall Y'All, Kentfield Campus



Bolinas Field Station, Bolinas

## Bolinas Field Station

The Bolinas Field Station is getting finishing touch-ups such as furniture, minor punch list items and final inspection/sign off by the county of Marin. The building was “energized” last week, meaning power is officially on! This is a major final step because now the building systems can be tested to make sure they function as necessary and move in can begin. A ribbon cutting ceremony is being planned for March 29.

## Capital Projects

### Center for Student Success

Construction on the Center for Student Success is progressing per schedule. The focus of the past month has been making sure that the building is watertight for the upcoming winter months. Fireproofing on the interior of the building is complete and interior, non-structural framing continues. The main switchboard for the building is installed and the electrical rooms are getting drywall and taping. In the new year the team will begin working on furniture installation and move in plans.



Center for Student Success, Kentfield Campus

## Upcoming Projects

At the November Board meeting, the Board of Trustees approved moving forward with a number of projects as COM moves towards closing out the remainder of Measure B bond funds:

- Demolition, repair, and replacement of the pool deck and plaster at the Kentfield pool
- Replacement of the bleachers in the Kentfield gym
- Replacement of the Fire Curtain in the Performing Arts Center

The Board also approved moving forward with safety upgrades for the parking lot adjacent to the baseball field and developing a comprehensive signage and wayfinding system for both campuses that encompasses all the wonderful changes at each campus.

## Contact Us

Give us a call for more information about our services:

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### Capital Projects

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## Upcoming Events

### COM and Public Events Through March\*

Date	Event	Location
Dec. 23 – Jan. 1	Winter Break	College Closed
January 4	Men's and Women's Basketball Games	Gymnasium
January 9	Community Lap Swim Begins	Miwok Center
January 15	Men's and Women's Basketball Games	Gymnasium
January 16	Convocation	Bill and Adele Jonas Center
January 18	First Day of Instruction for Saturday Classes	
January 20	Martin Luther King, Jr. Day	College Closed
January 21	First Day of Instruction for Full-Term Weekday Classes	
January 24	First Home Baseball Game	Baseball Field
January 27	Community Education Winter 2025 Begins	
Feb. 14 - 17	President's Day Weekend	College Closed
Feb. 28 – Mar. 2	Drama Performance – The Ada Limon Project	James Dunn Theatre
March 7 –9	Drama Performance – The Ada Limon Project	James Dunn Theatre
March 13	Ada Limon	James Dunn Theatre
March 14 – 16	Drama Performance – The Ada Limon Project	James Dunn Theatre
March 17 – 23	Spring Break	No Classes – College Open
March 20	Classified Professional Learning Day	Kentfield
March 23	3rd Annual Marin American Indian Alliance Powwow	Diamond PE Complex
March 29	Bolinas Field Station Ribbon Cutting	Bolinas Field Station

\*We apologize for any events we have inadvertently omitted. This is a list of College of Marin and public events on our campuses submitted to Community Programs. Private events are not listed and may occur any day of the week.