

Administrative Services

CONGRATULATIONS TO CLASS OF 2024 GRADUATES AND TRANSFER STUDENTS!

As this semester draws to a close, we'd like to wish our graduates and transfer students the best as they transition to the next step in their educational journey, as well as welcome back our students who will be returning for summer or fall classes.

We can't wait to see what is next for the Class of 2024!

We asked the leadership of Administrative Services to reflect on how they serve our students by asking the following question:

How does your department and team impact student learning and success?

Read on for insights from the leaders of each department that make up Administrative Services.



Message from Eresa Puch, Assistant Vice President of Administrative Services

Dear College of Marin Community,

A wise person once said, "What sculpture is to a block of marble, education is to the human soul." Your colleagues from Administrative Services join our community in celebrating a successful academic year.

We eagerly anticipate the summer months when our dedicated classified professionals and managers from the Facilities Planning, Maintenance & Operation deep clean and maintain the facilities. Our Information Technology team supports our many technological needs, while our Fiscal Services diligently close our fiscal year-end, prepare the District for the annual audit, and assist in meeting our Tentative and Adoption Budget deadlines. Additionally, our Campus Police team supports the safety needs of our students and employees on campus, and our reprographics and creative designers collaborate on projects for summer and fall preparations. Our thrivingly busy Community Programs offer a wide range of activities throughout the summer. All of these while our major capital projects continue to transform in the coming months ahead.

Wishing everyone a fantastic, healthy, and invigorating summer!

WELCOME NEW EMPLOYEES



Michael Hovan, Facilities Technician I, was born and raised in San Francisco. His professional goal is to focus on his skill set to excel at the Facility Technician position and grow at the college. His hobbies and past times are mainly time spent with his family. He loves to spend weekends BBQing with the kids and grandkids.



Donte Corpuz, Facilities Technician I, is a native of the Bay Area. Over the past 10 years he has developed a strong set of skills working for community-based organizations and school districts. He said it is an honor to be a part of the COM community. His goal as a facilities technician is to create a safe, comfortable, and efficient space for our students and faculty.

Lori Friedman, Director of Community Programs



The Community Programs department makes a difference in the lives of our students, staff, and the broader community every day. Our department wears many hats and proudly serves individuals from ages 18-108 (and beyond)! From the busy buzz in our offices to late-night event planning, our team works hard to deliver a variety of services to our community.

Our department often feels akin to a jack-of-all-trades, as we do a little bit of everything. We orchestrate a wide range of educational classes and facility rentals. We organize special events that cater to the needs and interests of our community members, and we build relationships far and wide. Whether it's teaching an enriching class, organizing

an exciting aquatics event, hosting a plant sale, or coordinating a culinary workshop, each offering brings people together.

Community Programs partners with groups both internally and externally to impact student learning and success. We collaborate with Career Education and local organizations allowing us to provide educational and experiential opportunities. We also host a variety of events at our state-of-the-art Miwok Aquatic and Fitness Center and Jonas Event Center that not only showcase our amazing facilities but create memorable experiences that transcend the classroom.

The integration of the IVC Farm into Community Programs has added an exciting dimension to our work. Whether we're hosting farm tours or exploring collaborations for projects like the Indigenous healing/medicine garden, the farm connects us deeply to our earth and to each other.

In 2023, our Community Education classes reached more than 3,300 students, showing how much we're touching lives. Community Programs opens up many ways for people to learn together, make friends, enjoy our gorgeous campuses, and our awesome facilities, but most importantly, to connect. That connection is key to learning, success and beyond.



Klaus Christiansen, Director of Facilities Planning, Maintenance and Operations

The Facilities Planning, Maintenance and Operations Department is made up of a diverse group of skilled individuals who work hard to keep campus facilities clean, safe, comfortable, and operational for our staff and students. We provide event set ups for district events for all

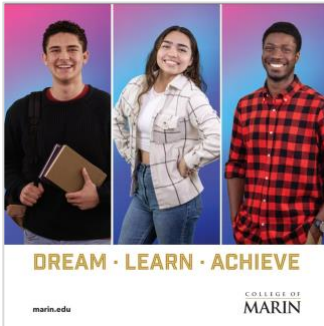
departments, clubs and learning communities. The team assists with BBQ's, commencement, the Nursing Pinning Ceremony and any other special events on campus to create an enjoyable experience for all our students and employees. This has a direct impact on student learning and success by providing a positive comfortable environment for students to focus on their educational goals.

COLLEGE SERVICES NEWS

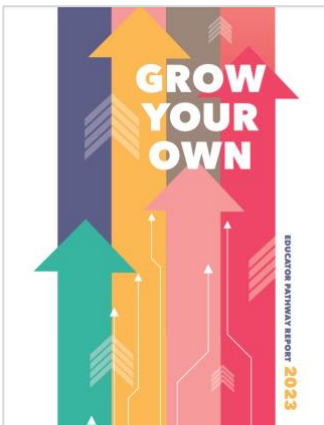
We are proud to announce that once again, College of Marin won 2 PRO Awards at the 2024 CCPRO Annual Conference in April.

The promotional materials were designed by Senior Creative Designer/Lead Web Designer, Shook Chung.

Coming in at 2nd place is the [COM Outreach View Book 2023](#).



And coming in at 3rd place is the [Educator Pathway Report 2023](#).



Bolinas Field Station, Bolinas

Dr. Patrick Ekoue-totou, Chief Information Officer/Director of Information Technology



As in previous years, the Information Technology Department has remained focused on COM learners. We have effectively contributed to the overall mission of meeting the educational goals of our community. I am appreciative of the entire IT team for its resilience and adaptability, in the face of changing community needs.

With the backing of the College Leadership, we have significantly expanded our service delivery and increased our value proposition. We have continued to provide laptops to our learners; upgraded audio-visual equipment in classrooms; and improved wireless onboarding. We have gotten better at managing instructional software application licenses.

In addition, we have expanded our application portfolio to include new cloud services, particularly the deployment of the Microsoft 365 platform. We are making strides in application integrations and laying the foundational pieces for enabling intelligent data consumption.

As the cybersecurity threat landscape evolves, so is our approach to mitigation. We have enabled Two-Factor Authentication for our learners, protecting their accounts from unauthorized access. We are continuously working to meet regulatory requirements and improve our cybersecurity posture.

The IT Department remains committed to playing a leading role in supporting the District's vision. The entire Department and myself are looking forward to working in partnership with members of the College Community in delivering valued services.

COLLEGE SERVICES NEWS (Cont.)



**Jesse Harbison,
Reprographic Mail Clerk**

Additionally, Jesse Harbison, Reprographic Mail Clerk, was awarded the title of “Friend of EOPS” this year.

Congratulations to Shook and Jesse!



**CSS Topping Out
Ceremony, Kentfield
Campus**

Dustin Ruiz, Interim Chief of Police/Director of Safety



that serve them.

At the College of Marin Police Department, our primary purpose is to foster and maintain a safe, welcoming, and inclusive environment for students to learn. We provide mentorship opportunities for students who want to explore a possible career in law enforcement.

We regularly provide assistance to students who do not necessarily require police support or services, but we are able to connect them with the services they need, or assist in classroom technical support after the regular maintenance staff have left for the day.

Our extended hours, seven days a week, especially assist night and Saturday students. Also, we consider it a privilege to assist the students, staff, and faculty with professional, courteous service and leave people with a positive impression about the police officers

Tony Clark, Director of Fiscal Services



The Fiscal Services Team impacts student learning and success in a variety of ways. College of Marin advocates for diversity, equity and inclusion, and makes a concentrated effort to target and assist underrepresented groups in our community. In an effort to assist our diverse group of students overcome financial barriers, our financial aid disbursement accountant processes both a multitude and high volume of scholarships, grants, and loans that can often help broaden access to a higher education and lead to more successful student outcomes.

In addition to processing financial aid, Fiscal Services is also on the front lines of the student experience as

our three cashiers provide outstanding customer service as they process payments for tuition, fees, ID's, parking, bus passes, as well assisting students with account inquiries.

The Fiscal Services payroll team also plays a large role in student success here at College of Marin. The payroll department ensures that staff, faculty, and students employed by the college, whether in work-study positions or other campus jobs, are paid accurately and on time. During the Spring and Fall semesters, our talented and skilled two-person Payroll team processes over 800 paychecks each month. The payroll team also provides a multitude of support to both employees and departments as they often field very complex payroll inquiries relating to deductions and compensation.

COM EMPLOYEE WORKPLACE SAFETY SURVEY

On September 20, 2023, Governor Gavin Newsom signed Senate Bill No. 553 into law, which requires covered California employers to take steps to prevent and respond to workplace violence. College of Marin must adopt a Workplace Violence Prevention Plan (“WVPP”) by July 1, 2024.

A [survey](#) was sent out and the results of the survey will be used to inform the WVPP. **Individuals who enter may win a \$50 COM Bookstore gift card!**

The survey closes tomorrow, May 24, 2024. Please take time to complete the brief, 5 minute survey if you haven’t already.

Thank you!



**Hot Dog Social, Indian
Valley Campus**



Dr. David Wain Coon Center for Student Success (CSS), Kentfield Campus

Fiscal Services (continued)

Fiscal Services is also responsible for the District’s procurement and disbursement functions. Our veteran District Buyer skillfully negotiates better prices and discounts which can translate into lower costs for students, whether it’s for textbooks, supplies, or other necessities. Our buyer generates thousands of purchases orders each year and serves as the linchpin of all goods and services purchased for departments and COM’s students. Our two-person accounts payable team is quite literally responsible for keeping the lights on as they process disbursements for over 500 invoices each month making it possible for the students to continue benefiting from our facilities without interruption.

While not student facing, our exemplary staff accounting team effectively processes and prepares fiscal transactions for both compliance and reporting purposes. In addition, they support the department’s budget and programmatic needs as they help track and account for various funding sources as well as handle a multitude of complex accounting and budget inquiries. In addition, Fiscal has a dedicated staff accountant that oversees the bookkeeping and budgeting for both the Associated Students College of Marin and the Emeritus Students College of Marin which directly enriches the student experience. Fiscal also has a dedicated staff accountant that serves as a lead in the technical accounting and budget aspects of the Foundation. The COM Foundation directly serves the students with scholarship and grant opportunities as well as subsidizes various programs and events. Our accounting team provides timely and accurate fiscal data that enables leadership to make prudent fiscal decisions ensuring fiscal sustainability and overall continued student success.

Fiscal Services is not only about the financial data, but also about providing students with outstanding customer service and support as well.