

# COLLEGE OPERATIONS

# MARIN COLLEGE OF MARIN NEWS

Quarterly Newsletter

Spring 2026



David Wain Coon Center for Student Success Ribbon Cutting Ceremony, Kentfield Campus

## Message from the Vice President of Finance & Operations

As we move further into the Spring semester, I want to thank each of you for contributing to such a productive start. The dedication of our faculty and staff, and the determination of our students, reflect the strength of our shared mission.

To our students, we recognize the focus and perseverance it takes to balance coursework, responsibilities, and personal commitments. Please know that we are committed to supporting you as you continue striving toward your educational goals. Stay engaged, seek support when needed, and keep your eyes on graduation. We believe in your ability to succeed.

Across College Operations, we take

our role in student learning and success seriously every day. From Information Technology and Facilities Planning, Maintenance & Operations, to Fiscal Services, Community Education, Facility Rentals, and our Police Department and Campus Health & Safety teams, our work is centered on creating an environment where learning can flourish.

While our responsibilities may differ, we are united by common values and shared goals. Like distinct parts of one body working together, each department plays an essential role in advancing our mission.

I invite you to take a few moments to review the following updates and see how our Operations teams are supporting our college community.

All my best,

Eresa Puch

Vice President of Finance & Operations

## In This Issue

- College Operations (p. 1)
- Community Education/ Information Technology (p. 2)
- Maintenance & Operations (p. 3)
- Facility Rentals (p. 4)
- Fiscal Services (p. 5)
- College Police/Health & Safety (p. 6)
- Environmental Sustainability (p.7)
- Capital Projects (p. 8)
- Upcoming Events (p. 9)

# Community Education

## Teach with Community Education

Community Education offers short-term, not-for-credit courses that provide opportunities for lifelong learning, enrichment and engagement. We offer a wide range of classes that reflect the diverse interests of our students. Community Ed classes promote exploration, and in many cases may complement or supplement other courses in academic areas of the college.

We are seeking talented instructors to offer exciting classes to our community members for Fall 2026! Do you, or does someone you know, have a passion, skill, or body of knowledge to share with the community? Visit [marin.edu/communityed/teach-us](http://marin.edu/communityed/teach-us) to learn more about proposing a new course with Community Education and apply.

Send your course proposal by **February 27** to be considered for Fall 2026! We are particularly interested in key areas such as: Crafts (Crochet, Knitting), History, Languages (French/Spanish), Literature, Sports (Pickleball/ Archery/Soccer), Music (Piano/ Ukulele/Harmonica), Art (Painting), and Aquatics.



# Information Technology

## Spring 2026 Projects

- eLumen transition to CourseDog for COM catalog, academic scheduling, faculty workload and potential course demand forecasting. Timing Feb/Mar.
- Accessibility review and updating of COM website. This is mandated by new state standards/law. This project is underway and must be completed by early April and maintained going forward.
- Ellucian Banner Upgrades. Ellucian is evolving to cloud architecture SaaS over the next 2-3 years. They are pushing updates/migrations every three months that require workflow process changes, impacting all users.
- LaserFiche Implementation to digitize historical HR records and move to paperless hiring, onboarding, and off-boarding processes. Starting in February.
- Change HR Onboard/Offboard Processes Timing. We are migrating to NIST cybersecurity compliant and industry standard best practices for onboarding and offboarding employees.
- Board Docs to Diligent Community Migration. This will impact all Board Docs users. Timing next 1-2 months.
- CSS Follow-up. Collect information from users via IT tickets on IT related needs. IT will work with Facilities to clear IT equipment from the portables and other vacated facilities. Timing next 1-6 months.
- Migration for Facilities Requests from SchoolDude to TDX. TDX is an online ticket system that will enable users to manage Facilities and Event requests more efficiently and enable users to see the status of their requests online. Starting at the end of March, all new Facilities requests will be made with TDX. Existing tickets in SchoolDude will be completed using SchoolDude or migrated to TDX. Timing late March.
- Phone System Replacement Project. IT will form a team with faculty and staff to evaluate replacement alternatives for our obsolete Mitel phone system. Timing March.
- Centennial Projects. IT will be installing additional outdoor Wi-Fi later this spring.



Iaido: The Art of the Japanese Sword with Ron Campbell



2025 COM Holiday Party, Indian Valley Campus

# Maintenance & Operations

## Custodial Staffing Rotation

With the opening of the Center for Student Success, we have been working on realigning custodial staffing to ensure proper coverage of the new building as well as existing facilities. There have been some learning curves not only associated with the new building itself, but with the custodial staff finding a routine and rhythm as they gain knowledge about the flow of operations in their newly assigned areas.

We ask for your patience and feedback as we adjust to our changing campuses so that we can provide the cleanest and most comfortable learning environment for all our campus visitors.

## Upcoming Facilities Projects

As we hash out the occupancy of the Center for Student Success and the transition of staff out of portables in both Village Square and Portable Village into permanent facilities, many small projects are in the works to prepare spaces in Fusselman and Deedy Halls. These will include patching and painting of walls, flooring repair or replacement and

identification of furniture to restore locations to their previous use.

## Change from SchoolDude to TDX

Several members of the Maintenance team have been working diligently to transition from our older work order system, SchoolDude, to a new system with the support of our IT staff. COM maintenance staff have been using a beta version in the background to ensure a smooth transition. In the coming months, we will be announcing training for this new system to all COM staff currently using the SchoolDude platform. So far, the feedback we have received is that the new system is very intuitive and easy to use, and we are expecting a smooth transition.

## Did you know?

The former Student Services Building is now being called **Elizabeth Deedy Hall**, to differentiate it from the Center for Student Success. The building honors Elizabeth Deedy, who served on the College's Board of Trustees from 1958 to 1973. The building was originally called *Elizabeth Deedy Student Services Center* when it opened in 1966.



Jennifer Siebel Newsom, California First Partner, CSS Ribbon Cutting, Kentfield



Dr. Jonathan Eldridge, Superintendent/President, CSS Ribbon Cutting, Kentfield

## Employee Lap Swim and Fitness Center at IVC

Employees are invited to take advantage of the Miwok Aquatic and Fitness Center at the Indian Valley Campus!

For \$30, you'll receive:

Fitness Center access: Monday through Friday from 12:00pm – 4:00pm

Lap Swim access: Tuesday, Wednesday and Thursday's from 1:00pm – 4:00pm. (Schedule is subject to change)

How to Participate:

1. Complete the liability waiver
2. Visit the Miwok Aquatic and Fitness Center front desk to confirm your M00# and purchase your term pass (credit or debit only – no cash accepted)

### Important Details:

No release time is provided.

This program is exclusive to the Indian Valley Campus.

Hours:

Fitness Center – Monday through Friday 12:00pm – 4:00pm

Lap Swim – Tuesday, Wednesday and Thursday 1:00pm – 4:00pm

The pool and fitness center will be closed during College holidays.

The \$30 pass is for current employees only. Family members may access the facilities by paying the daily drop-in rate. Children under 14 must be accompanied by a responsible adult at all times.

We hope you take advantage of this opportunity to stay active and recharge. We look forward to seeing you at IVC this semester!



2025 COM Holiday Party, Indian Valley Campus

## Facility Rentals

Welcome back Mariners! Facility Rentals is where campus spaces come alive—serving students, staff, and the wider community every day.

Spring semester is one of our busiest - and most exciting - times of year. Our campuses are buzzing with activity as community partners, Marin County residents, local schools and non-profits join us alongside the many events and activities you are planning and hosting.

To support a *Culture of Planning*, here are a few helpful reminders to keep your events on track.

Here are some quick steps to get you started:

1. **Plan ahead!** Check the [Campus Events Calendar](#) for what's already scheduled
2. **Classroom and computer lab requests:** Email Office of Instructional Management (OIM) and cc: Lindsay Bacigalupi
3. **Conference room and other facility requests:** Submit through

Facilitron. (Contact Lindsay Bacigalupi if you need access)

4. **CSS huddle rooms and group study rooms:** Reserve online at: [Group Study Rooms - Group Study Rooms - LibGuides at College of Marin](#)
5. **Submit all support requests** for setup/breakdown, clean up, locking and unlocking, IT/Media needs, etc.
6. Using the College logo or artwork? Complete the appropriate request through the [Marketing and Communications Storefront](#)
7. Photography or filming on campus? You may need to distribute the [Photography and Video Release Agreement](#) or (contact Marketing and Communications for guidance).
8. Working with Alumni or fundraising/collecting donations? Please contact Keith Rosenthal ([krosenthal@marin.edu](mailto:krosenthal@marin.edu)) to get started.



# Fiscal Services

## Tax Time - Forms Have Been Mailed

The District mailed out W-2 and 1099 forms to all employees and vendors which should have been received by all parties by the date of this publication. Please email [payroll@marin.edu](mailto:payroll@marin.edu) email for a reissue of a W2 or to [Buyer@marin.edu](mailto:Buyer@marin.edu) for a reprint of form 1099 (if necessary).

## What About Qualified Overtime Reporting?

Recent federal tax legislation (commonly referred to as the Tax Bill / SB 225) created a new deduction related to qualified overtime compensation. Due to the timing of the law's enactment and related IRS guidance, **employers were not required** to separately report qualified overtime compensation on 2025 tax forms.

Recognizing that many employers would not be able to implement system changes immediately, the IRS has provided guidance allowing employees to calculate and report qualified overtime compensation independently when filing their personal tax returns.

"If an employee does not receive a Form W-2 or other statement that separately reports qualified overtime compensation for tax year 2025, they may calculate the amount using the methods described in IRS Notice 2025-

69 and the Schedule 1-A Instructions included with the Instructions for Form 1040."

Employees who believe they may benefit from this deduction should review the IRS instructions carefully and may wish to consult a personal tax advisor.

**Disclaimer:** This communication is provided for informational purposes only and reflects current IRS guidance regarding qualified overtime compensation reporting. The College does not provide individual tax, legal, or financial advice.

The College issued Forms W-2 for tax year 2025 in compliance with IRS reporting requirements in effect at the time of issuance. Corrected Forms W-2 will not be issued solely for the purpose of reporting qualified overtime compensation, as separate reporting was not required by the IRS for tax year 2025.

Employees are responsible for determining their individual tax reporting and eligibility for any deductions. Employees are encouraged to review IRS Notices 2025-62 and 2025-69, the Instructions for Form 1040 (including Schedule 1-A), and to consult the IRS or a qualified tax professional regarding their personal tax situation.

## What is Qualified Overtime?

Qualified overtime for federal tax purposes refers to the premium portion of overtime pay (specifically, the "half" in "time-and-a-half") mandated by the Fair Labor Standards Act (FLSA) for non-exempt employees. Under recent legislation, up to \$12,500 (or \$25,000\$ for joint returns) of this specific, legally required premium pay can be deducted from taxable income for tax years 2025–2028.



Mia Robertshaw, General Counsel, and Dr. Dana Emerson, Asst. Superintendent/VP of Student Learning & Success, 2025 COM Holiday Party, Indian Valley

## Health and Safety

Our focus continues to be proactive risk reduction, emergency preparedness, and strengthening our campus-wide safety culture across both the **Kentfield and Indian Valley campuses**.

We are currently installing **Emergency Evacuation Chairs** in designated multi-story buildings across both campuses.

Evacuation chairs are specialized devices designed to safely assist individuals with mobility limitations during an emergency evacuation when elevators cannot be used (such as during a fire alarm or power outage). These chairs help transport individuals down stairwells in a controlled and safe manner.

- Chairs will be installed throughout key buildings at Kentfield and Indian Valley
- Clear signage for quick identification
- Targeted training will be provided to staff

This initiative strengthens accessibility, compliance, and inclusive emergency planning, ensuring we are prepared to assist all members of our campus community during an evacuation.

### Safety Minders

We're also launching **Safety Minders**: a proactive safety awareness initiative designed to keep health and safety top-of-mind for employees year-round. Safety Minders are short, focused safety reminders distributed regularly that cover key topics. The goal of Safety Minders is to provide consistent, manageable reminders that reinforce safe behaviors and reduce preventable incidents. Frequent learning and reinforcement significantly improves hazard recognition and readiness. This program is designed to support that approach and strengthen our overall safety culture.



Coffee and Conversation—Welcome Week, Kentfield Campus

## College Police Department & Campus Safety

### Coffee and Conversation

On Tuesday, January 27, 2026, the College of Marin Police Department was pleased to take part in the campus Welcome Week festivities through our **Coffee and Conversation** series. Chief Aguilar, Officer Ruiz, and Police Services Assistants Shahi and Zaragoza served “Pink Owl” coffee while engaging with students, faculty, staff, and community members.

In addition to enjoying coffee and treats, participants had the opportunity to learn about the services COM PD provides, along with important emergency preparedness information. The event offered a relaxed, welcoming space to connect with our community and highlight the department’s ongoing commitment to safety and support.

### Safety Is a Shared Responsibility

Health & Safety at COM is a collaborative effort. Whether it’s reporting a hazard, participating in

safety trainings, or familiarizing yourself with emergency procedures, every action contributes to a safer campus.

If you have any safety suggestions, concerns, or general comments, please reach out to [healthandsafety@marin.edu](mailto:healthandsafety@marin.edu). We want to hear from you! Your input helps us identify potential hazards early and make meaningful improvements.



Campus Police employees at Coffee and Conversation, Kentfield Campus



New Waste Stations at Center for Student Success, Kentfield Campus

## New EV Chargers at M&O Corp Yard

COM has installed new EV charging stations at the Maintenance and Operations yard in our continued progress towards the electrification of our Maintenance fleet. The new EV chargers are our first step towards minimizing the carbon emissions produced by campus vehicles.



New EV Chargers at M&O Corp Yard, Kentfield Campus

# Environmental Sustainability

## Environmental Action Committee

The Environmental Action Committee has officially started! We are working on an Environmental Impact Mitigation plan which will allow us to develop a clear roadmap to achieve climate neutrality by 2035. Together we will elevate the College to be a leader in climate action education.

Together we:

- Analyze the College's baseline inventory of emissions, waste, and other data to inform the development of the Environmental Impact Mitigation plan
- Collaborate across departments to implement sustainability projects
- Promote sustainable practices and policies on campus
- Assist in educating students and employees about programs to encourage sustainable behaviors
- Facilitate partnerships to develop COM's environmental impact mitigation efforts

- Integrate the voices of Native and First Peoples with respect to sustainability and environmental justice

Please check out our [webpage](#) for more information!

## New Waste Stations

COM is making big strides forward in sustainability! With our beautiful new Center of Student Services (CSS), comes a new approach to waste and recycling on campus. **CSS has dedicated Waste Stations on each floor, instead of single-use, single-stream cans.** Each waste station includes four waste streams: **Compost, Cans & Bottles Recycling, Paper Recycling, and Landfill.**

This change reflects an environmentally conscientious approach to waste and recycling collection that allows COM to advance our sustainability goals while supporting compliance efforts.

A campus-wide rollout of centralized **Waste Stations** will be implemented across the Kentfield and IVC campuses over the course of this year.



Joanna Pinckney and Melinda Durfee, 2025 COM Holiday Party, Indian Valley Campus

## Other Approved Projects

### Signage and Wayfinding (District-wide)

A comprehensive signage and wayfinding plan across the district. This project will improve navigation for students, staff, and visitors, creating a more intuitive and accessible campus experience. The development of an Request from Proposal for consultants is underway.

### Building 12 (Indian Valley Campus) – New Student Center

The potential for a new student center at the Indian Valley Campus represents an exciting opportunity to enhance student engagement and support services. Program revalidation is underway with members of the working group.

### Next CBOC Meeting

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

**Wednesday, March 18, 2026**  
4:30-6:00 pm

Kentfield Campus  
AC 229  
835 College Ave.  
Kentfield, CA 94904

The Citizens' Bond Oversight Committee is recruiting for 2 vacancies:

- Business Community Member
- Student

Apply [here](#).



Center for Student Success Ribbon Cutting Ceremony, Kentfield Campus

## Capital Projects

### Center for Student Success

Open and Complete!!

Small projects continue as areas that were vacated by programs that moved into the building or were used as swing space until the new building was completed are brought back to their original usages or removed entirely. The team is working closely with the Executive Team, IT, and Maintenance and Operations to move forward on these final projects connected to the Center for Student Success.

### Performing Arts Fire Curtain Replacement (James Dunn Theater)

Deferred submittal documents are in progress. Work is expected to begin in June of 2026.

### PE Complex Renovations

Replacement of existing non-compliant bleachers, removal, repair, and replacement of existing pool deck and

plaster and other associated ADA updates.

Installation of underground site utilities around the pool area is significantly complete. The pool deck and plaster are set to begin pours in the next few weeks, weather permitting. Once the deck has been poured and the plaster completed the pools will be filled with water.

Once the pool work is complete, then work can begin in the Gymnasium to remove and replace the bleachers.

### Baseball Net Safety Upgrades

A mutually agreeable solution was identified to protect students, faculty and staff at neighboring Grant Grover School from errant baseballs.

COM is currently working on an MOU with the Marin County Office of Education regarding the completion of the design, submittal to DSA, and ultimate construction of the project.

## Contact Us

Give us a call for more information about our services:

**College Operations**  
(415) 884-3100

epuch@marin.edu

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

sjconrad@marin.edu

**Facilities Planning, Maintenance and Operations**  
(415) 485-9449

kchristiansen@marin.edu

**Community Programs**  
(628) 234-7316

badrake@marin.edu

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

lbacigalupi@marin.edu

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

spjackson@marin.edu

**Police and Safety**  
(628) 234-7467

raguilarpulido@marin.edu

**Capital Projects**  
(415) 457-8811 ext. 8128

erhodes@marin.edu

## Upcoming Events

### COM and Public Events Through April 3\*

Date	Event	Location
February 27- March 1	Drama Performance: Dream House	James Dunn Theatre
February 27-28	Music Department Faculty Recital	Lefort Recital Hall, PA72
March 2	President's Town Hall	CSS 200
March 3	Men's Baseball Game	Baseball Field
March 6	Employee Appreciation Day	IVC and Kentfield Campuses
March 6	COM Mariner Invite Swimming and Diving	Miwok Aquatic Center
March 6	Women's Beach Volleyball	COM Beach Courts
March 6	Men's Baseball Game	Baseball Field
March 6-8	Drama Performance: Dream House	James Dunn Theatre
March 11	Lucero Sculpture Dedication	CSS Building
March 12	Men's Baseball Game	Baseball Field
March 13	Classified Professional Learning Day	Kentfield Campus
March 13 – 15	Drama Performance: Dream House	James Dunn Theatre
March 16 – 22	Spring Break: No Classes, College Open	
March 17	Men's Baseball Game	Baseball Field
March 20	ESCOM Spotlight Event	CSS 200
March 21	Men's Baseball Game	Baseball Field
March 22	Marin American Indian Alliance Powwow	Gymnasium
March 26	Men's Baseball Game	Baseball Field
March 27	Women's Beach Volleyball	COM Beach Courts
March 31	Men's Baseball Game	Baseball Field
April 3	Jim Stopher Solo Piano Recital	James Dunn Theater
April 3	Women's Beach Volleyball	COM Beach Courts
April 3	Men's Baseball Game	Baseball Field

\*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.