

Administrative Services

WELCOME NEW EMPLOYEES



Karol Dailey, Custodial
Services Supervisor



Melinda Durfee, Program
Coordinator - Facility Rental

INFORMATION TECHNOLOGY

As we transition back to campus, please return loaned assets such as laptops, and monitors, and teaching aids such as document cameras or audio equipment that are not currently in use. If you feel you still need the equipment, please submit an IT support ticket.

<https://servicedesk.marin.edu/helpdesk/User/Login>

Thank you!

Measure B Projects



The new Learning Resource Center is moving through the final stage of design, Construction Documents. The exterior aesthetics have been finalized and now the interior finishes are being reviewed by various stakeholders for selection. The drawings are on track to be submitted to the Division of State Architect this July.

The Welcome Center at 830 College Avenue is complete and staff moved into the space in late February. The parking lot has been restriped and resealed and we are excited to open this great new facility.

The design of the new Bolinas Field Station is nearly complete. The COM team is finalizing the Construction Documents for submittal to the County of Marin for approval. Fundraising for this project is ongoing.

Outreach for the new Facilities Master Plan is underway with the various governance groups and stakeholders. The new Facilities Master Plan will complement the Strategic Master Plan and Educational Master Plan.

Feel free to contact Isidro Farias, Director of Capital Projects, at ifarias@marin.edu should you have any questions or need more information about the Measure B projects.

RECORDS MANAGEMENT

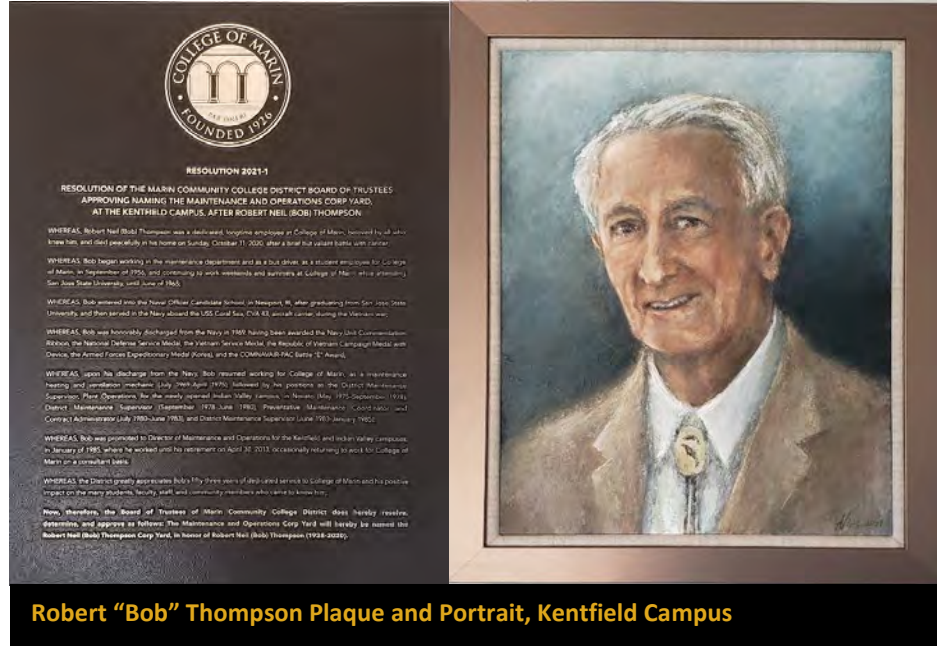
Records management is the supervision and administration of digital or paper records, regardless of format. Records management activities include the creation, receipt, maintenance, use and disposal of records. In this context, a record is content that documents a business transaction.

Please review [AP 3310](#) Records Retention and Destruction. Each department will develop operational processes to ensure the records are properly maintained and destroyed according to law. Each department must review their record retention and destruction of records operational processes on an annual basis.

Success is not final; failure is not fatal: it is the courage to continue that counts.

– Winston Churchill

Maintenance & Operations



Robert “Bob” Thompson Plaque and Portrait, Kentfield Campus

In October of 2020, long time College of Marin Employee Bob Thompson passed away. Bob was a long time College of Marin employee and retired Director of Maintenance. In February of 2021, the College of Marin Board of Trustees passed a resolution to name the new Maintenance and Operations facility the Robert “Bob” Thompson Corporation Yard. The family provided the College with a portrait of Bob to be displayed with a plaque of the resolution.

Last month, Bob’s sister Marilyn Thompson and former COM employee Chris Edmondson were able to visit the Corp yard and view the installation. Haile Yohannes, COM HVAC Technician, who initially approached me regarding the process to name the building after Bob was on site to give them a tour of “Bob’s buildings”.

They were overwhelmed with joy to see the installation of not only the building signage, but the bronze plaque of the Board resolution listing Bob’s life accomplishments and contributions to the District. Please come by and view the wonderful portrait and plaque in “Bob’s Buildings”.

Fiscal Services

Materials Fees

Credit students will not be charged for materials fees in 2022/23. The District will be paying those fees for students. Departments will be provided additional budgets based on an average of what was incurred over the last several years. Fiscal Services will budget the materials fees for those departments.

Audit 2021-2022

The auditors have submitted requests on their portal, Suralink. Please go to the portal to review and submit requested items. They will be doing their interim fieldwork the week of April 18.

Budget

Please be on the lookout for a budget memo that will be sent out in April. You will need to review your staff costs in the budget builder tool and enter your discretionary budgets. The budget memo will include instructions on how to access the budget builder tool – for easier access, IT has moved it to the MyCOM portal finance dashboard!

EVENT SUPPORT

It's never too early to begin planning your event and we are available to discuss and assist with your promotional material and also any related items to make your event a success.

If you need:

- ❖ Flyers
- ❖ Posters
- ❖ Promotional items
- ❖ Programs
- ❖ Social media marketing
- ❖ Swag
- ❖ Anything else!

We can do that! [Simply click here to get started.](#) We will arrange an intake meeting to discuss the event and your needs.



Indian Valley Campus
Building 27



Indian Valley Campus
Woodlands

College Services



May is quickly approaching and so is Commencement and all the related festivities! We are so excited that the ceremony will be in person this year and are here to support all your needs for the special day. There are many other events in coordination with Commencement as well and we know what a busy time it is for everyone.

Signs, signs... everywhere there's signs!

The need for signage on campus has grown extensively these last couple of years – signs for information, direction, events, rules and regulations, building information and directories, not to mention all the changes in office locations and health and safety requirements. It can be overwhelming sometimes to process all the messaging out there but it is important and necessary. We realize sometimes things come up last minute or the need for a sign arises suddenly. That's where we can help.

Signs are our specialty! We can assist with whatever you need, and it's important that we keep campus signage consistent and also correct, as there is often specific information that is required or College brand identity styles that should be applied. We can also assist with suggestions and offer quick turnaround for events and other types of messaging. We are your sign headquarters at COM.

Police

Parking Fees

Although parking is free this semester, parking fees will be charged beginning as early as fall semester 2022. The semester permits will be increased by four dollars per semester and the daily rate will remain unchanged.

We are looking at options that will enhance our parking experience that can incorporate our current parking kiosks, but also give a visitor the option to pay by phone or computer which could eliminate the need for getting out of a vehicle, walking to a nearby kiosk, paying and returning to your vehicle for a daily permit. In addition, we are looking at the option of making semester and staff permits paperless. More information to come.

COVID-19

As of April 11th, the College has aligned with the California Department of Public Health and Marin County, and has lifted the mask mandate, but will continue to strongly recommend masking while indoors.

Also, effective immediately, vaccinated employees and volunteers will no longer be required to complete the daily symptom screening.

As a reminder: If you are sick, do not come to campus! More detail about specific actions and current guidelines the District has in place to facilitate a safe and healthy campus environment are available on the [COM STRONG web pages](#).

If you do test positive for COVID-19 or have been exposed to someone positive with COVID-19, please continue to report to COVIDreporting@marin.edu.

Thank you.



COM is mask friendly. Masks are strongly recommended in all indoor public spaces.

Facility Rentals



Miwok Aquatic and Fitness Center, Indian Valley Campus

Spring is underway and facility use and rentals are busy. It has been great to have students, faculty, staff and our community back on our campuses. There are lots of campus, aquatic and private events happening across both campuses, especially at the Jonas Center and the Miwok Aquatic and Fitness Center.

Facility Rentals is happy to introduce our new Program Coordinator, Melinda Durfee, who started March 18th. We are excited to have her on board!

Calendar of Events

April 23	COM Symphony Orchestra	3:00 PM	James Dunn Theatre
April 24	Water Polo Tournament	All Day	Miwok Aquatic Center
April 29	Don Barksdale Court Dedication	3 PM – 6 PM	Gymnasium
April 29	AGS Awards		PA Courtyard
April 30/ May 1	Marin Oratorio		James Dunn Theatre
May 6	COM Jazz Ensemble	7:30 PM	James Dunn Theatre
May 7	Golden Gate Jazz Band	3:00 PM	James Dunn Theatre
May 7	Novato Riptide Swim Meet	7:00 AM	Miwok Aquatic Center
May 11	EOPS Award Ceremony	4:30 PM-6:30 PM	PA Courtyard
May 12	COMmon Read Event – Isabel Allende	6:30 PM-8:30 PM	James Dunn Theatre
May 14	Special Olympics Spring Games	All Day	Track, Tennis, Swim
May 21	Symphonic Wind Ensemble	3:00 PM	James Dunn Theatre
May 21	Novato Riptide Swim Meet	7:00 AM	Miwok Aquatic Center
May 23	Advance Voice Recital	11:30 AM	PA 72
May 24	College Chorus and Chamber Singers	7:30 PM	James Dunn Theatre
May 25	Beginning Voice Recital	2:30 PM	PA 72
May 26	Nursing Pinning	6:00 PM	James Dunn Theatre
May 27	Commencement	6:00 PM	Pieper Field