Welcome New College Ops Employees

Please join me in welcoming three new members to the College Operations Team! Marixa Barnett has joined the Fiscal Services team in the Cashiers’ Office on the Kentfield Campus. Gabe Lambert and Joseph Thomas have both joined the Maintenance and Operations team in the position of Custodial Services Leads. We are very excited to have each of you at College of Marin.

Congratulations

Dustin Ruiz and Devon Kinka-Ruiz welcomed their daughter Claire Lindsay on December 18, 2014 at 10:41 a.m.. She weighed 8 lbs. 12 oz. and was 20.5” long. Dustin is a District Police Officer and Devon works in Human Resources. Please join me in congratulating the new parents on the birth of their daughter.

Sitting here thinking about this past year. In retrospect it's been a rough one and a great one as well. Sometimes we just muddle through the day and move on without really thinking how much has been done, or not, over the last 365 days. Here is to resetting the clock, taking a mulligan, do overs etc. We all should have at least one reason to be thankful and many of us more so. Let's concentrate on those items that build us up and not the ones that tear us down.

May everyone have a great New Year!

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Academic Center Update

Construction on the new Academic Center has been slowed by the rain. At this point we have expended all the rain days that were included in the original schedule and will have a schedule extension for additional days as they occur. At this point, we are still tracking for a mid-May move-in. We have made significant progress on the exterior plaster and glass has begun to arrive for the windows. Once windows are complete and the building is enclosed, interior drywall will begin. Mechanical and electrical equipment and systems are also progressing.

We have completed the selection of a furniture vendor and a furniture fair will be held during flex week 1/13-1/16. Please come by and vote on your preferences.

Modernization Updates

IVC ADA Projects
Design is complete for ADA, fire alarm, and roof improvements at the Pomo cluster. Estimates have been received and this project is on budget. The next step is submitting the drawings to the Division of State Architect (DSA) for approval. Construction is anticipated summer 2015.

LRC Seismic Improvements
This project is under design review at DSA, the Division of State Architect. Construction is now scheduled for spring semester. You can anticipate significant construction staging and scaffolding around the LRC later in the semester. Access to the building will be kept open at all times.

Demolition of TB-1 & MS-2
This project is underway and hazardous material abatement is progressing well. TB-1 will be leveled before the start of spring semester. MS-2 will follow as it is more complicated requiring the re-routing of electrical service. The relocation of the Sherriff’s trailer is also part of this project. That trailer will be slightly towards the creek and rotate 90 degrees to be parallel to the creek.

Parking Lot Updates
We still have some parking areas closed due to construction (P3-Circle Drive). Lot 5 is open until the start of the LRC seismic project. Please watch closely for cones, barricades and signs. Thank you for your cooperation.
Musings From College Services

Hello and Happy New Year! We hope you had a wonderful break and are ready for the new semester. Welcome to any new faces at College of Marin! We are happy you are here with us.

The College Services Department is responsible for a broad range of activities that can assist you in your work at the college. We are here to support staff, faculty, and administrators in many ways. I wanted to give an overview of some of our services as well as introducing them to those who have just joined us at the college.

Our services include web design and support services, graphic design and production, copying and print publications, shipping and receiving, courier services, mail processing and preparation, photography, signage, campus copier service and assisting with asset management and record retention throughout the college.

OUR SERVICES

The Reprographics department is located in Room 70 in the Learning Resources Center. Reprographics includes full color and black and white digital printing, offset printing, complete binding and finishing services and a number of other offerings. We produce several thousand projects per academic year and offer a wide variety of products and services to College of Marin, including several award-winning publications.

We offer quick service, including same day and overnight service for copying. We offer a full line of print and digital print production so please come by and discuss your needs with us anytime.

We have a wonderfully talented graphic design team that offers all levels of design service for your college collateral and for all promotional and public outreach printed and emailed pieces. The Department has received regional and national recognition from prestigious organizations like the Community Colleges Public Relations Organization (CCPRO), the National Council for Marketing and Public Relations, Dalton Pen, MarCom, Communicator, Davey Awards, and University and College Designers Association (UCDA.) Please contact Annie Ricciuti or fill out our Request for Services and we will assign a designer to your project and will be happy to meet to discuss it in detail.

Reminder Regarding Personal Use of District Resources

Public resources is defined by policy as any property or asset owned by the state or any local agency, including, but not limited to, land, buildings, facilities, funds, equipment, supplies, telephones, computers, vehicles, travel, and state-compensated time.

Due to insurance and risk management regulations the District must protect and maintain all assets in accordance with applicable laws and regulations of the district, state and federal government. Personal use of public resources is prohibited by Board Policy 2717 Personal Use of Public Resources and Administrative Procedure 7371 Personal Use of Public Resources. Please keep in mind that Board Policy 2717 and Administrative Procedure 6535 Use of District Equipment addresses equipment assigned to employees.

Other Related BP/AP’s

Board Policy 6450 Wireless or Cellular Phone Use
Board Policy 6550 Disposal of District Personal Property
Administrative Procedure 6550 Disposal of District Personal Property

See Musings, page 5
**Fiscal Fun Fact**

Each fund requires its own separate accounting records. The two funds probably most commonly known to staff are the District’s operating fund which is the General Unrestricted Fund, and the Measure C Bond Fund. How many separate funds does Fiscal Services manage the accounting records for?

A. 46  
B. 99  
C. 155  

Answer on page 9

**It’s That Time of Year...**

W-2 REMINDER!! To ensure timely delivery of your annual IRS Form W-2, please make sure your address on file with the District is current. Address changes should be sent directly to the Human Resources Department for update into Banner.

**NEW MILEAGE RATES** - Beginning on Jan. 1, 2015, the standard mileage rate for the use of a car, van, pickup or panel truck will be increased to 57.5 cents per mile for business travel.

**COMING SOON – KTD Cashiers’ Office Relocation**

As Fiscal Services reported in September the Cashiering (or Bursar) function has recently transitioned from Enrollment Services. After the Holiday Break, the Kentfield Cashiering function will be relocated to the Student Services Building space previously occupied by Financial Aid with plans to be fully functional in the new space as of January 12, 2015.

**Welcome Marixa Barnett,**  
**Accounting Technician,** who will be primarily located at the Kentfield Campus Cashiers’ Office. Marixa will be responsible for student accounts with last names starting with Q-Z while **Keli Gaffney** will be handling last names starting with A-G and **Ellen Shaw** H-P. In addition to serving as the students’ account point of contact, the Bursar Team will also be processing all the District’s cash collections, third party billings, 1098-T’s and student refunds. If you haven’t already, please bring your Statements of Cash Collection along with your deposit to the Cashiers’ windows (instead of Enrollment Services). For questions regarding the process please feel free to contact **Marilou Fragata**, KTD lead, or **Natalie Barzegar**, IVC lead.
The College Services Department also oversees the overall design approach of the College’s website. We maintain the website based on a set of established standard templates and styles. To get started, please submit a request and our designer will meet with you to decide what to include, support you to gather and create content, set a launch date and provide support and assistance in learning how to update the site. We also provide on-going tech support and one on one training sessions by appointment. If you would like to begin the process, please fill out our Request for Services form to get started.

We now also oversee Shipping and Receiving, as well as the mail room and courier services. We manage the mail boxes for all faculty and staff, process all first class, bulk, and interoffice mail for the college. We offer addressing and bulk mail solutions that will save time and money and are now able to print addresses on envelopes and postcards for mailings. If you have an upcoming need for a mailing, please let us know and we will be happy to support you.

Other services we provide: photography for events and publications, signs and banners, assistance with satellite campus copiers, assistance with records retention.

We are excited about rolling out our new digital storefront through the spring, which will offer online ordering for all our services from any browser. Stay tuned for announcements about this wonderful new service!

We hope you have an amazing semester start and look forward to serving you!
M & O Celebrates the Holiday Season

Prior to the Holiday Break, the Maintenance & Operations Department took time to celebrate together with a potluck in Deedy Staff Lounge. The Grounds crew decorated tables with flowering shrub branches collected from the Kentfield campus. Specialty dishes prepared by staff members included Swedish meatballs, Salvadorian pupusas, Mexican albondigas, and American BBQ chicken.

Storm Watch 2014

On Thursday, December 11th and Friday, December 12th, Marin County experienced record breaking rainfall accompanied by extreme winds. The College of Marin Maintenance & Operations Department prepared for the back-to-back storms at the beginning of the week by checking and clearing storm drains and gutters and removing trees and branches that were not expected to remain intact. While both campuses were closed, the maintenance and grounds crews braved the inclement weather, reporting to work donned in heavy duty rain gear to address unexpected issues and continue to monitor drains and gutters to avoid flooding. The Kentfield Campus lost one tree while the Indian Valley Campus suffered the loss of many sections of retaining walls along the perimeter. There was some water intrusion in interior areas, but the proactive approach by the maintenance crew mitigated the damage.

Thanks to all for their hard work and dedication for braving the storm and keeping the campuses in tact.
District Police Department Moves to Village Square

On December 6, 2014 the District Police Department relocated to the Village Square. The building number for the Police Department will be Village Square (VS) 1. The ESL Classroom currently known as VS1 will be transitioned to VS12 over the spring semester. We apologize for any confusion the renumbering may cause.

Contact information for the District Police Department will remain the same:

- Emergencies Dial 911 or ext. 7696 from a campus phone
- Dispatch: 415.485.9696 or ext. 7696 from a campus phone
- Business Line: 415.485.9455 or ext. 7455 from a campus phone

Controlled Access Hours

Please take a moment to familiarize yourself with the District’s Controlled Access Hours. Administrative Procedure 6800 Industrial Safety establishes controlled access hours on weekdays between 11:00 p.m. to 6:00 a.m., weekends and holidays. Employees who need to use District facilities during controlled access hours on a regular or anticipated basis must notify their manager/supervisor in writing prior to access, giving the location and an estimated duration of use. The manager/supervisor will forward the notification to the District Police Department. A new request needs to be submitted each semester. Employees who need to use District facilities during controlled access hours on an irregular or unanticipated basis must notify the District Police Department upon arrival, as specified below.

Prior to or at the time of access, the employee is to contact the District Police Department and provide the following information:

1. name
2. area of access
3. telephone number in access area
4. estimated duration of access

Reminder to Register for COM Connect

The District encourages all students, faculty, and staff to log on to the COM Connect Portal and click Sign Me Up. There has been some confusion created by the system asking users to, “…enter the identification code that has been provided to you to find your associated contact.” This code is your M00#. Please take a moment to verify or provide your complete contact information. You can also indicate your preferred mode of contact and language. If you have any questions call the Campus Police Department at (415) 485-9455. Users with call blocking services should add (415) 485-9455 to their approved number list to ensure they receive important notifications from the College.

COM SAFE Line

College Operations is excited to announce the creation of the College of Marin SAFE line. The SAFE line is a dedicated phone number for callers to report safety issues found on one or both campuses. You can reach the SAFE line by dialing (844) 700-SAFE (7233). When calling the number please be prepared to list the nature and location of the problem so that it can be addressed.

Signage will be forthcoming.

Please note that this is not an emergency number. All emergency situations should be address by dialing 911 or 7696 from a campus phone.
Celebrate Fitness

No matter what your resolution is this year—whether it’s getting healthier or building stronger relationships—physical activity can help you focus and achieve your goals. It’s a win-win.

This month, start the habit of waking up early to move that body. Try these 3 tips for success:

Prepare the Night Before
Get your workout clothes, shoes, and favorite playlist ready, so you’re good to go first thing the next day.

Place Your Alarm Far Away
The farther, the better (within earshot). By the time you turn it off, you’ll be up on your feet.

Get Some Sunrays
When your eyes sense light, your brain starts to feel alert and energized, so soak up these rays by standing near an open window or by placing your bed to face east.

Health & Wellness Updates

The Benefits Office has many exciting updates taking place during the spring semester. We look forward to announcing a new partnership that will bring additional voluntary benefits to the District as well as health and wellness days in March 2015.

You may remember that we are working toward aligning our open enrollment period with that of Self-Insured Schools of California (SISC), the vendor selected to increase our purchasing power for health benefits. For this alignment to be complete we will hold another open enrollment period in May 2015 with an effective date of October 1, 2015. During this time we will have informational seminars and time to discuss changes and enhancements in the voluntary benefits category. All future open enrollment periods will take place in May with an effective date of October 1 of the given year.

Detailed information regarding all of these opportunities will be shared with you throughout the semester but we wanted to give you a preview of the fun to come.
Holiday Detox Salad

Ingredients:
- 1 pound broccoli florets
- 3 carrots, peeled and shredded
- ½ cup dried currants
- ½ cup dried cherries
- ½ cup chopped pecans
- ½ cup toasted pumpkin seeds or sunflower seeds
- Juice of one large lemon
- 3 tablespoons hazelnut oil or walnut oil
- ½ teaspoon salt
- ½ bunch fresh cilantro, chopped
- Optional scallions and feta cheese for garnish

Directions:
- Prep time: 20 minutes
- Serves: 6
- Chop broccoli in a food processor until fine. Toss all ingredients in large bowl until well combined and let stand for a few minutes to allow flavors to blend. Add more salt or lemon juice to taste. Keeps well in the fridge for at least several days.