Administration of Health & Welfare Benefits Moves to Fiscal Services

Beginning November 2014, health and welfare benefits administration will move into the Fiscal Services Department. In addition to taking on these responsibilities, the Board of Trustees has authorized the position of Senior Benefits Analyst, which is currently being recruited. If you are interested in the position and meet the requirements for the position, you are encouraged to apply.

While recruitment for the Senior Benefits Analyst is underway, Doris Tucker, one of our payroll specialists, will act as the point of contact for all health and welfare benefit related questions or changes. Please also see the accompanying articles that relate to the upcoming open enrollment.

In partnership with out Benefits Broker, Alliant Insurance Services, Inc., we look forward to rolling out a variety of value-added benefits to enhance and compliment the benefits the District currently provides. We look forward to sharing these benefits with you soon. In the meantime, please keep an eye on the Employee Benefits website for the most up-to-date information on our health and welfare benefits program.

Timeline for Open Enrollment

**November 10:** Meet with Employee Benefits Advisory Group to discuss changes in benefits.

**November 12-13:** Open Enrollment letters issued and mailed.

**November 17:** Open Enrollment begins

**December 3 & 4:** Open Enrollment Workshops held on campus.

**December 12:** Open Enrollment Closes; all forms are due to Fiscal Services
Academic Center Update

The new Academic Center is progressing well and is roughly 70 complete. As interior walls and rough-in are completed, focus will be shifted to the exterior skin system. Waterproofing and preparations for plaster have begun. Glass walls and windows will arrive soon. Mechanical and electrical equipment and systems are also progressing.

Modernization Updates

Kentfield ADA Projects
This project is substantially complete. New ramps and accessible restrooms have been installed in Fusselman Hall, Student Services, and the Learning Resource Center. We’re looking forward to seeing them in action.

Indian Valley Projects
Design is underway for ADA projects, fire alarm, and roofing improvements in the Pomo Cluster. Construction is anticipated to begin summer 2015. Roofing project will begin in December 2014.

Village Square
The District Police will be relocating to the Village Square during the first week in December. Watch for other minor changes in the Village Square area including the relocation of accessible parking.
**District Police Training**

As part of maintaining their POST certification, the Officers that make up the District Police Department continually work to develop and enhance the skills they bring to the department. Most recent trainings include Missing Persons Investigation, Child Abuse Investigation, Defensive Tactics, and Emergency Operations Vehicle Training.

**Maintenance and Operations Projects**

**Kentfield Concrete Stairs and Handrails**

Since the opening of the bridge across the creek to service the Science Math Nursing Building, students and staff have been climbing the dirt hillside from Parking Lot 9 to the bridge instead of taking the longer path up the paved ramp, and many have fallen on the steep terrain. In an attempt to make this pedestrian-made “pathway” less hazardous, the District was granted special Safety Funds by our Risk Management Team to improve this campus access point. Although the budget is very limited and prescriptive, it will allow for the installation of a concrete stair case on this hillside. The contractor has begun their work and should be completed in the next 2-3 weeks.

**Pomo Cluster Renovations**

At their October 14, 2014 meeting, the Board of Trustees approved a bond spending plan designed to concentrate efforts at the Indian Valley Campus on the Pomo Cluster, which makes up Buildings 3, 4, 5, 6, and 7. The approved renovations include ADA improvements, fire alarm system upgrade, and new roofing. In conjunction with this renovation, classes taught in the Miwok Cluster will eventually be moved to the Pomo Cluster and the Miwok Cluster will be taken off-line for daily use. Classes will then be concentrated in the Pomo Cluster, Building 17, and Building 27. Once this transition is complete and if resources allow, the Ohlone Cluster will be torn down.

Currently the roofing project is out to bid, with a bid opening scheduled for Friday, November 7, 2014. Other upgrades will take place summer 2015.

**Annual Mandatory Reporter Training**

Annual Mandatory Reporter Training is currently being conducted through Keenan Safe Colleges. All Management, Supervisory, Early Childhood Education Faculty, Children Center Faculty, and New Hires as of 7/1/2014 are required to complete the 31 minute webinar, for everyone else it is optional. Thank you to those who have already completed the training.

**COM Connects Reminder**

Please log on to the COM Connects portal to sign-up for notifications or update your contact information. The online portal is open to all students, staff, faculty, Community Education, and Emeritus Students.
Fiscal Fun Fact
How many individual vendors does the District work with?

a. 18,745  
b. 19,115  
c. 23,523

Answer on page 9

Tips and Tricks from the District Buyer
When ordering from Office Depot and Staples, you can determine if an item is on “contract” by looking for the symbols below.

Staples  Office Depot  BEST VALUE

Get the most “bang” for the District’s buck by looking at quantities. Sometimes you can get multiple items for a few dollars more and sometimes a multiple pack isn’t as good a deal as buying them individually would be.

Finally, if you are ordering something in mass it is always a good idea to contact David Erlenheim prior to making the purchase. Often we can get an even better price when we work with our reps.

Cashier’s Office Ready to Open
On Monday, November 10, 2014 the Cashier’s Office will be open at both Kentfield and Indian Valley Campuses. Accounting Technicians and Staff Accountants will be available at both locations to assist students and staff with tasks such as collection of credit fees, student accounts, and refunds; departmental receipts from Go-Print, Parking, Advancement, etc.; and provide customer services the cashiering window(s).

The Cashier’s Office at Kentfield will be temporarily housed at a window with Enrollment Services until the Financial Aid Office undergoes improvements in the next month. Marilou Fragata, Staff Accountant and Ellen Shaw, Accounting Technician will staff this office.

The Cashier’s Office at Indian Valley will be housed in Building 27 along with the Enrollment Services Staff. Keli Gaffney, Accounting Technician will staff this office and Natalie Barzegar, Staff Accountant will also be located here when needed; her permanent locations will continue to be Building 8 Fiscal Service.

Accounts Payable Staffing Changes
With Marilou’s departure from Accounts Payable, there has been some reorganization of duties. Theo Sedie will now handle Vendors A-K and Francisco Aviles will now be working with Vendors L-Z.

Fiscal Services Cut-Off Dates
As the calendar year draws to an end, please take note of some important deadlines for the month of December.

• Friday, December 12: Forms due to Payroll for any employee income tax withholding or voluntary deductions (end-of-month December payroll)
• Wednesday, December 17: Claims for (travel) reimbursement and check requests due to Accounts Payable
• Thursday, December 18: December time-cards due to Payroll
Open Enrollment

The Benefits Office is pleased to announce the Open Enrollment period for Kaiser Permanente. Open Enrollment will begin Monday, November 17, 2014 and end Friday, December 12, 2014. Informational Meetings will take place December 3rd & 4th.

This open enrollment period will allow current Kaiser members to change plans within the system and will allow those employees currently participating in Blue Shield to join Kaiser Permanente if they wish. Those employees wishing to move from Kaiser to Blue Shield will be able to make that change during the 2015-2016 academic year. If you are satisfied with your current plan, your coverage will roll over without any additional action by the employee.

If you are a current member of Blue Shield, the rates will not change until October 2015. If you wish to leave Blue Shield and change to Kaiser, please plan to attend an information session on December 3rd or 4th. If you are satisfied with your current plan no additional action is required.

More detailed information including renewal rates will be outlined in a more detailed memo immediately prior to the open enrollment period.

Pre-Tax Benefit Enrollment (AFLAC)

Don’t miss the pre-tax benefit enrollment period. Pre-tax enrollment will began on November 1st and ends December 12th. Employees are able to enroll in the following programs:

- **Flexible Spending Plan (FSA)** for out of pocket medical/dental expenses. Claim up to $2,500 per year of your pre-tax income.

- **Dependent Day Care Plan**: Claim up to $5,000 per year for dependent care expenses.

- **Commuter Benefit Plan—New!** Claim up to $130 of transit or vanpooling expenses per month in accordance with SB1339 and the Bay Area Commuter Benefits Program.

- **Aflac Accident Plans**: Pre-taxed benefits for injury on or off the job.

- **Aflac Cancer Plan**: Pre-taxed benefits in the event of cancer diagnosis and annual cancer screening benefits.

Enrollment Forms can be found online or during enrollment days on December 2nd and 3rd.
Marshall Northcott Memorial Bench

On September 29, 2014 the Marshall Northcott Memorial Bench was dedicated in the Orbital Court of the Math Science Nursing Building on the Kentfield Campus. Marshall's family was able to attend and participate in the ceremony.

Many individuals including District Staff, Marshall’s family and his friends raised the funds for this wonderful tribute to a friend and co-worker who was taken from us too soon.

Special thanks to Shook Chung and Nicole Cruz for overseeing the installation and dedication of the Memorial Bench.

PG&E Lighting Project

Beginning Monday, November 3, 2014 PG&E representatives will be on the Indian Valley Campus to being installation of new light fixtures that will project light downward for parking lots and pathway lighting. Installation on the Indian Valley Campus will take approximately 3-4 weeks. Once installation is complete at IVC, installation will commence on the Kentfield Campus. The project is slated for completion by the end of the calendar year.

Ergonomic Evaluations

Ergonomic evaluations are available to College of Marin employees through Keenan & Associates, the District’s risk management advisors. Ergonomic equipment purchases will be made in accordance with the recommendations made during the ergonomic evaluation.

The Benefits Office will handle scheduling of ergonomic evaluations but until the Senior Benefits Analyst is hired, please contact Melinda Molloy at ext. 8101 to schedule an evaluation if you would like one.
Musings From College Services

Happy November! We are entering fall with all that the season brings, changing leaves, and holiday foliage. In that vein, I wanted to talk this month about how your College Service Department maintains a high standard of sustainability and responsibility when it comes to our precious resources.

Here are some interesting excerpts from the publication, The Value of Print, by the Printing Industries of America. They address some common misconceptions about paper and printing and offer some interesting facts to consider when addressing and implementing sustainability initiatives.

MISCONCEPTION: Using paper kills trees
The Primary raw material for paper is trees, which are a renewable resource. The trees in North America used for paper production come from well-managed forests or farms. Today the U.S. has 20% more trees than it did on the 1st Earth Day in 1970. Private landowners plant about 4 million trees every day, which is 3-4 times more than they harvest. This gives them the income they need to maintain, renew, and manage this valuable forest resource sustainably. Just 11% of the world’s forests are used for lumber and 53% is used for fuel. By providing a market for responsibly grown wood fiber, the U.S. paper industry encourages land-owners to continue managing their lands rather than selling them for development or other non-forest uses. Forests left to themselves stand a great chance of perishing due to disease, fire, and other natural causes.

MISCONCEPTION: Printing isn’t green
63.5% of paper consumed in the U.S. was recovered for recycling in 2010. Paper recovery for recycling has increased by 77% since 1990. 33% of paper comes from wood chips and sawmill scraps; another 33% comes from recycled paper.

In Europe and the U.S., around 60% of the energy used to make paper comes from renewable resources. Adverse health effects from producing an e-reader are 70 times worse than producing a paper book. Emissions from making a CD are 4 times higher than printing a 100 page, 4 color annual report. In 2008, Americans generated over 3 million tons of electronic waste. Electronic devices require mining, the use of plastics, hydrocarbon solvents, and other non-renewable resources.

Printing is the only medium with a one-time carbon footprint—all other media require energy every time they are viewed. But either/or is not the answer. By linking the power of paper with the efficiency of electronics, we can streamline our communications and help maintain the best environmental balance possible.

Your College Service Department utilizes vendors who practice sustainable foresting and are committed to conserving resources. We are happy to provide you with all you printing, graphics, web, and other needs while practicing responsible and sustainable printing and production.

Disaster Training Comes to COM

On Friday, November 7, 2014 District Managers and Supervisors will take part in mandatory Incident Command Systems Training. Those required to attend should plan to dedicate the day to this four-unit course. The meeting will take place on the Indian Valley Campus.

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.
Health & Wellness Updates

Feeling Buried By Healthcare Reform? The Uninsured Open Enrollment Period begins November 15th.

Do you have health insurance? Choosing individual coverage can feel like an avalanche of decisions. Don’t worry—we’ve got experts who can help with that.

Did you know that open enrollment for coverage through the public marketplaces is November 15, 2014–February 15, 2015.? Depending on how many hours you work, you may be eligible for your employer’s plan, or your have dependents who are not covered, you need to find coverage on your own.

Finding coverage doesn’t have to be hard. You might even qualify for the financial help. That’s where we come in. We’ve got experts to help you – for free. Call us at (877) 470-3075 and get your questions answered by a licensed health insurance counselor. When you call, you’ll need to provide some basic information, including your Social Security Number, number of people in you household, and you estimated income for 2014.

They can answer all your Marketplace questions like:

- Whether you’re eligible for government money to help you purchase health coverage.
- How to Find out if you qualify for Medicaid.
- How to apply for coverage through the Marketplace.

The counselors will walk you through the process, helping you come up for air. If appropriate, they’ll also enroll you in an individual health plan through you state marketplace that fits your needs and budget, and will leave no stone unturned to find you financial help to pay for it.

Visit www.healthcompare.com\alliant for more.

Or call (877) 470-3075 to get out from under the avalanche.
Brussels Sprouts: Two Ways
by Dr. Benjamin Maring

Pan Roasted Brussels Sprouts

Ingredients:
1 pound Brussels sprouts
3 tablespoons olive oil
1/2 teaspoon coarse salt
Freshly ground black pepper
Optional glaze: 1/2 tbsp. balsamic vinegar and/or 1 tsp honey

Directions:
Prep time: 10 minutes
Cook time: 10 minutes
Trim the stem end off of the Brussels sprouts and discard. Cut each sprout in half lengthwise (or in quarters if it is a big one). Heat a large cast iron skillet over medium-high heat until very hot, about 3-4 minutes. Add the olive oil and when it starts to simmer, about 30 seconds or a minute later, add the sprouts. Give the pan a good shake to let things settle, then let the sprouts cook, undisturbed, for about 3 minutes. Season with salt and pepper and add the glaze ingredients, if using. These sprouts are delicious simply seasoned, but the sweet and sour glaze arguably makes them even better. Remove from the heat and try to serve before all the crispy bits get eaten straight out of the pan.

Hashed Brussels Sprouts

Ingredients
1 pound Brussels sprouts
Zest and juice from 1 lemon
2 Table Spoons olive oil
2 garlic cloves, minced
1 Tablespoon mustard seeds
1 teaspoon light vinegar (white, Champagne, or rice wine all work)
1/2 teaspoon coarse salt
Freshly ground back pepper

Directions
Prep time: 10 minutes
Cook time: 10 minutes
Place the lemon juice in a large bowl. Trim the stem end off of the Brussels sprouts and discard. Halve the sprouts lengthwise and thinly slice crosswise. As you work, transfer the slices sprouts to the bowl with lemon juice, toss to combine.
Heat a large sauté pan over medium-high heat for a minute or two, and then add the olive oil. Add the sprouts, garlic, mustard seed, and the salt and cook, stirring often until sprouts are slightly wilted, about 5 minutes.
Add the vinegar, a splash of water, and a few grinds of black pepper. Continue to cook for about 1 minute. Remove from the heat, add the lemon zest, and serve.

Contact Us
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(844) 700-SAFE (7233)

Fiscal Fun Fact Answer:
The correct answer is a.) 18,745. The District has a total of 18,745 vendors that we work with.