President’s Monday Briefing – Dec. 13, 2010

January Flex Update
Spring 2011 Independent Flex days will be held on January 19 and January 20. Mandatory Flex day is Friday, January 21, beginning with College Convocation from 10 a.m. to noon and followed by Department Meetings organized by your Department Chair from 1:30 p.m. to 3:30 p.m.

Flex information, guidelines and activities are posted on the Staff Development Web Page. (Click on “Staff Development” under the “Faculty and Staff” tab on the College Homepage.) January Flex workshop topics were planned by the Professional Development Committee based on feedback from the spring 2010 Professional Development Needs Survey, the COM Strategic Plan and the Accreditation Planning Agenda. Topics include ADA Compliance for Distance Ed Faculty, Matching SLO Rubrics to Assignments, Intermediate PowerPoint, the MyCOM Portal and CPR. Be sure to check the Staff Development Web Page over the winter break for workshop additions and updates.

Fall 2010 Flex Verification Forms are due in Human Resources by Friday, December 17, 2010. The forms can be downloaded from the Staff Development Web Page.

Holiday Food Drive
The Marin Food Bank will host a food drive through Dec. 16, 2010. Barrels are located inside the Internet Café at the Indian Valley Campus and inside the downstairs main entrance of the Student Services Building at the Kentfield Campus. Please bring any non-perishable food items to donate. Canned goods, boxed dry milk, beans, and whole grain rice are just some of the many items that our local food pantries are in need of. For more information contact Vickie Lamke at (415) 485-9376.

Kudos
Kudos to every member of the Associated Students College of Marin (ASCOM) leadership, especially ASCOM Vice President Richelle Gomez and Director of Public Relations Alana Barton, for spearheading a very successful Night of Giving Program. A special thank you goes out to the Athletic Department and members and coaches of the athletic teams who took part in the Night of Giving by serving meals and assisting with cleanup. We also want to thank the different clubs who participated by having games and crafts for the children, plus the added treat of having a student choir entertain the guests. Overall, over 150 meals were served and gifts were given to over 50 children. It was a very special night. Thank you to all who participated. Special thanks to David White who took time out of his extra busy schedule for a last minute request to wheel a piano from the Fine Arts Building to the Student Services Building, through the construction zone, for the event.
Wine and Cheese Raffle Winner Announced!
The winner of the Wine and Cheese Raffle is COM Counselor Luz Moreno. She and nine others will enjoy a wine and cheese tasting valued at $175 from A.G. Ferrari Foods. Proceeds from the raffle will be used to offset the cost of the Night of Giving held last week by Associated Students College of Marin. Thanks to all who participated.

You Are Invited to the Grand Opening of New IVC Main Building
The Grand Opening and Ribbon Cutting Celebration for the new building at COM’s Indian Valley Campus will take place on Tuesday, Dec. 14, 2010. Tours start at 3 p.m. and the ribbon cutting will begin at 4 p.m. Guests will be treated to refreshments and live music. A special presentation will be held as part of the event recognizing the efforts of former COM Trustee Harry Moore.

Upcoming Events

Retirement Reception for Barb St. John
After 25+ years at College of Marin, Barbara St. John (Barb) is retiring! Please join her for cake and coffee on Thursday, Dec. 16, in the Student Services Building Deedy Staff Lounge from 1 p.m. to 2:30 p.m. Anyone interested in contributing towards a gift for Barb, please contact Sandra Tachihara, Sandra.Tachihara@marin.edu; Vickie Lamke, Vickie.Lamke@marin.edu; or Gina Longo, Gina.Longo@marin.edu.

Performing Arts

The Sound of Courage
Beginning Voice Class
Linda Noble Brown, instructor
Tuesday, Dec. 14, at 2:10 p.m.
Lefort Recital Hall (FA 72)
FREE admission, parking $3
College Chorus and Chamber Singers

Post Season

Boyd Jarrell, director
Jeffrey Paul, accompanist

Tuesday, Dec. 14, at 7:30 p.m.
Lefort Recital Hall (FA 72)
Donation suggested, parking $3

Following Haydn’s lead, College Chorus and Chamber Singers will take another look at the seasons through music. Winter, spring, summer, and fall all get their due in this delightful choral survey. Beginning with *To Everything there is a Season* by Ed Harris, the forty voice College Chorus will present a variety of musical images. Chamber Singers will follow with a cappella “orchestrations” of Bach’s *Air on a G String*, and Tchaikovsky’s *Dance of the Sugar Plum Fairy*, as well as the hauntingly beautiful *Twelfth Night* by Samuel Barber. Come and celebrate!

Parking Information

Due to construction at College of Marin parking availability is reduced. Performances may be accessed by using Parking Lot 16 after 5pm (at the corner of Sir Francis Drake Boulevard and Laurel Avenue) and Parking Lot 2 (across Sir Francis Drake Boulevard, accessed via traffic signaled crosswalk.) Additional parking across campus can be accessed via College Avenue. On weekdays and Monday through Thursday evenings, please park in student parking only. There is very limited disabled parking behind the Fine Arts Building in the remaining vestiges of Parking Lot 4. Daily parking passes may be purchased from the machines in Parking Lot 2 for $3. Parking for events on Friday evenings, Saturdays, and Sundays is free.

Ongoing Events

COM Athletics

Men’s Basketball vs. Butte College
   Tuesday, Dec. 14, 5 p.m. in Kentfield

Women’s Basketball vs. Cerro Casa
   Friday, Dec. 17, 6 p.m. in Kentfield

Results:

Men’s Basketball
   Dec. 8: Cabrillo 78, COM 52
Section 125 Benefit Plan—Open Enrollment
The college’s Pre-Tax Section 125 program year ends on Dec. 31, 2010. You should have received an open enrollment memo for the Section 125 Benefit plan in your campus mail box. Employees who wish to enroll or make changes in their current plan(s) will need to do so by Dec. 14, 2010. Participation in the pre-tax plans is voluntary and the enrollment period is limited to once annually.

Section 125 of the IRS Code provides options to use pre-tax dollars to pay for certain health and welfare benefits. The employee share of health care premium contributions, dependent/child care expenses and out-of-pocket medical/dental expenses, including office visit and prescription co-pays, are all eligible for payment with pre-tax dollars and provide a reduction in tax withholding and reportable wages. Enrolling in the Flexible Spending Account program allows you to set aside funds for un-reimbursed medical/dental expenses, childcare or dependent care expenses, and supplemental insurance premiums and have those funds deducted from your paycheck before your taxes are calculated. Pre-taxing these expenses may save in taxes on the money you are currently spending.

IMPORTANT: We anticipate increases in monthly premiums for both Kaiser and Health Net this year as well as increases in office visit and prescription co-pays for some employees effective Feb. 1, 2011. Depending on your individual situation, you may wish to consider looking into tax saving options under this program. There are also changes due to Health Care Reform related to over the counter medicine and drug reimbursements. These items may not be reimbursable unless prescribed by a physician. Please contact our AFLAC representative, Donna Reeve, if you have questions about what is covered and reimbursable.

If you wish to enroll in any of the plan options, please contact Donna Reeve for an appointment at (415) 250-0540 or at donnareeve@comcast.net. Enrollment forms are available in the Human Resources and Payroll offices. Please note that the Health Benefit Open Enrollment period will occur December through January. More information regarding health plan open enrollment will be forthcoming.

Seasonal Flu Vaccines—Now Only $10
Influenza (“flu”) is a contagious disease which can be spread by coughing, sneezing, and nasal secretions. For most people the flu lasts only a few days and includes symptoms such as fever, chills, cough, sore throat, headache, muscle aches, and fatigue. By getting vaccinated, you can protect yourself from influenza and may also avoid spreading influenza to others. The Health Center will offer flu shots for only $10 until the campuses close for the winter break on Dec. 23. Please call (415) 485-9458 for an appointment.

I hope to see you at the grand opening of the Indian Valley Campus on Dec. 14!

Warm regards,

David Wain Coon, Ed.D.
Superintendent/President