

# ADMINISTRATIVE SERVICES

# NEWS

Bi-Monthly Newsletter

March 2024

## Katrina Wagner

*Retrospective*



Superintendent/President Jonathan Eldridge and Katrina Wagner, Fine Arts Gallery, Kentfield Campus

### Classified Professional Learning Day—March 20, 2024

In addition to professional and wellness sessions, classified staff were able to participate in several activities, including an exercise documenting the College's institutional values and goals which will inform the new Educational Master Plan.

### Welcome to Suad Vila

"Hello, I am excited to join the College of Marin community as the new Program Coordinator for Health and Safety. I'm a Marin native, having lived here my entire life. I enjoy exploring the nearby trails, watching my favorite teams play (SF Giants, 49ers, and GSW), and expanding upon my Lego collection. I am thrilled to be joining the COM team and look forward to serving the community."

Please don't hesitate to reach out with any questions, and have a wonderful rest of your semester!

### Welcome to Superintendent/President Jonathan Eldridge!

Administrative Services staff are excited to welcome our new Superintendent/President Dr. Jonathan Eldridge, who transitioned to his current role in January, after serving as the Assistant Superintendent/Vice President for Student Learning and Success since 2013.

We are now mid way through spring semester and have several new employees to introduce and welcome, as well as promotions, and a retirement to celebrate.

In addition to employee news, there are many administrative projects, events, and capital projects that we are excited

to inform you of.



Suad Vila, Health & Safety Program Coordinator

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## CBOC Meeting

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

There are currently vacancies for:

- Business Community Representative
- Student Organization Representative

[Apply to join the Citizens' Bond Oversight Committee](#)

Next Meeting

[Wednesday, March 20, 2024](#)

4:30 – 6:00 PM

Indian Valley Campus  
Building 10, Room 140

1800 Ignacio Blvd.  
Novato, CA 94949

## Fire Foundry

The District is partnering with Marin County Fire District on the design and construction of a facility that will support the Fire Foundry program. Meetings with the A/E firm, HGA are ongoing.



**Learning Resources Center Steel Erection, Kentfield Campus**

## Capital Projects

### Learning Resources Center

Steel erection in the first portion of the building is complete. Welding in that area is ongoing. Steel will begin arriving and will be installed for the second half of the building in the coming weeks. A topping off ceremony is being planned and once the details have been finalized, invitations will be sent to the internal and external COM communities. Utility work across College Avenue has begun and is expected to take a few weeks.

### Bolinas Field Station

The foundation for the Field Station has been poured along with the retaining wall. These are two major milestones for this project. The exterior walls will begin to be framed in the coming weeks.



**Bolinas Field Station Foundation, Bolinas**





Photography by Shook Chung, Staff and Faculty Breakroom, Indian Valley Campus

## College Services

We are pleased to feature award winning senior creative designer Shook Chung's photos in the new staff and faculty breakroom at Building 9 at IVC. Special thanks to our M&O carpenters for their assistance installing the photography.



Library Faculty with Library in Learning Communities Promotional Materials



Library in Learning Communities Promotion

The COM Library initiated a campaign called "Library in Learning Communities."

As part of this campaign, College Services designed bookmarks, book cover stickers, and tote bags.

## Bookstore News

- NEW Markdowns taken on some of your favorite College of Marin products from Nike, Champion, and more @ 25% off through the month of April!
- Graduating Students may pick up their complimentary regalia at the Bookstore beginning March 25. Unfortunately, we will not have these products on the website or be able to ship to your home address. The Bookstore will be open 9:30 am – 4:00 pm Monday – Thursday and 10:00 am – 1:00 pm Friday. Regalia will be able to be picked up beginning Monday March 25 in the bookstore up until Commencement. The Bookstore is located in Parking lot 1 @ 120 Kent Ave, Kentfield CA. 94904.

## Welcome to New Staff

Karen Monterichard joined College of Marin in January as a Community Education Program Specialist. After earning a dual degree in Biological Sciences and English at the University of California, Davis, she covered health, beauty and fashion for a variety of print and online publications before moving into marketing on the creative side as a senior copywriter.

You'll find some of her most recent packaging and branding work for EO Essential Oils and Everyone for Every Body on shelves at Whole Foods and Target. She looks forward to sharing her marketing, writing and branding skills with the Community Education & Programs team. When she isn't obsessing over hyphens and commas, you'll find her hiking, baking or hanging out with her family.



**Karen Monterichard, Community Education Program Specialist**



**Speedo Sectionals Swim Meet, Miwok Aquatic & Fitness Center, Indian Valley Campus**

## Community Programs

### Community Education

Spring term dates: Mar 25-May 11

New Spring classes: Re-Visioning You, History of Germany Part 2, Wine Varietal Series, Moving-Writing, Exquisite Thai Cuisine, Wonderful World of Ukulele, The Beatles, and Vinyasa Candlelight Yoga

Enrollment Data: 28% higher than previous term Fall 2:

- 2024 Winter Total enrollments - 1,571
- 2023 Fall 2 Total enrollments - 1,226

### Miwok Center

Adult Lap Swim Jan 2024 -present

- 352 swimmers
- 40 fitness center users

Event Updates:

Miwok Aquatic & Fitness Center has been busy hosting a variety of aquatic events! Spring sectional swim meet was a tremendous success despite the terrible weather conditions. We had 400 athletes compete attempting to make Olympic Trial cuts. We had a 13-14 age group national record set in the 200 IM. Marin High School Swim and Dive season is in full swing, and MCAL

Swimming and Diving Championships will be held here again this year.

### Jonas Center

From January to March 2024: Rotary Club hosted 12 events (lunches, BBQ and Speaker Series), 3 College of Marin internal events, 3 Memorials, 8 retreats/conferences and 7 events.

### Farm

CSA Membership over 80% full in just 2 days.

Instagram profile activity is up 362% in the last 30 days.

The farm is collaborating with the Indigenous Healing Center to bring 20 honeybee hives onto the farm for pollination services and educational opportunities.

There was a small film crew on the farm filming our ARC interns for a short film about people with special needs entering the workforce.

Spring Plant sale dates will be April 26 and 27 for curbside pickup and May 3 and 4 for in person!





## Fiscal Services

In addition to generating purchase orders, remitting invoice payments, paying taxes, facilitating financial aid disbursements, getting staff and faculty paid, providing budgetary and accounting support to internal and external users, managing the accounting and analysis of ASCOM, ESCOM, and the Foundation, while also preparing State and Federal reports ensuring compliance, for the month of March, our dynamic and resilient Fiscal Team are also working on the following three very important areas:

- The FY24/25 budget development process
- Budget Development Guidelines and Key Deadline Dates Memo will be distributed to managers in mid-April
- Preliminary interim audit field work for our external auditors, CWDL which will dovetail into our annual audit process and financial statement preparation
- Banner SSB 9 Training with Banner Consultant Strata Information Group (SIG)
- Creating a training guide to assist staff and managers to navigate the latest and greatest Banner SSB 9 Upgrade

The numbers tell a story, and our exceptional Fiscal Team processes timely and accurate financial information to ensure that staff and management have good financial data to not only interpret the story, but to make good fiscal decisions as well.

## Campus Police

### Congratulations to Interim Chief of Police Dustin Ruiz!

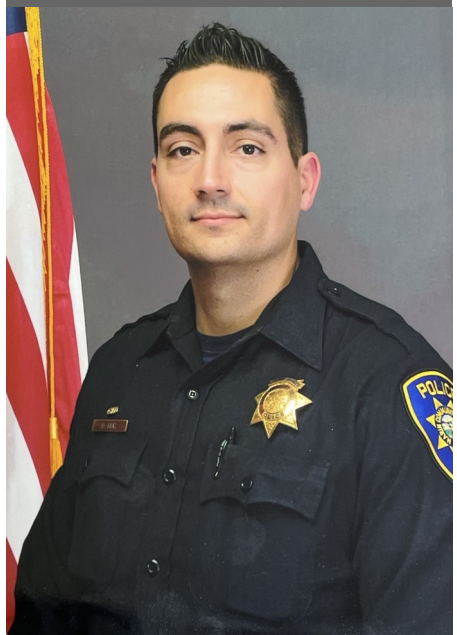
“I consider it an honor and privilege to be able to serve the College community since 2007, and I look forward to continuing to be of service in the future. I want to recognize all the hard work all the College departments do to keep our campuses a beautiful and thriving environment for the students, staff and visitors.

Please don't hesitate to reach out to me or any one of the members of our department if we can be of any help. The Police Department is here to make sure our campuses remain a safe, secure, and positive environment. We support the need for community partnerships based on trust and communication, which forms the basis of community oriented policing.”

## Campus Police continued

Campus Police have recently moved from Building 9 to Building 7 at the Indian Valley campus. Please stop by and say hello!

### Upcoming COMMunity Hour Event:



Dustin Ruiz, Interim Chief of Police

## Welcome to New Staff

Christian is a highly experienced IT Specialist with over nine years of expertise in Windows server administration, hardware and software configuration, and exceptional customer service delivery. He excels in problem-solving and communication, having led numerous successful projects, including large-scale relocations and critical infrastructure upgrades. Currently employed as a Technology Support Specialist II at College of Marin, he provides advanced technical assistance and project support. Christian is recognized for his meticulous attention to detail, dedication to customer satisfaction, and ability to thrive in demanding environments.



**Christian Moreno, Technology Support Specialist II**



## Information Technology

### Data Lifecycle Management

The advent of thinking systems is supported through interconnectedness and fueled with big data. Pursuing our mission to modernize COM, the IT Department's focus has been on Data governance, Data security, Compliance, and Privacy. This is an exciting and transformative journey that will set the course for improved data relevance and insights.

### Why are we revising the way we store and use data?

- To comply with industry regulations and internal policies;
- To reduce risks in the event of a security breach;
- To help the institution share knowledge effectively and be more agile;

### How are we planning to proceed?

- COM to approve relevant BPs & APs;
- COM to approve *sensitivity labels* and *sensitivity policies*;
- COM to approve *retention labels* and *retention policies*;
- COM IT to enable data owners to apply their own data labels;

### When are you planning to start this project?

We are currently in the proof-of-concept phase, and more information about deployment timeline will be provided later.



**Jake Silvia, Facilities Technician I**



**Kevin Lee, HVAC Building Control Engineer**

## Employee Updates continued

### Jose (Roberto) Gonzales

After three years as a custodian with the College, Jose (Roberto) Gonzales will be transitioning to the Grounds team. Roberto has been a dedicated member of the custodial team who we have always been able to count on. His thoroughness and willingness to always help out will be missed in the custodial department, but greatly appreciated in the grounds department.

Roberto is originally from El Salvador where he studied accounting at the University of El Salvador. Roberto has a wife and two children. Roberto has been in the United States for 24 years and has worked in various facilities doing custodial, maintenance and construction work. He loves to learn and looks forward to learning more in his new role as a gardener.

# Maintenance & Operations

### Welcome to New Staff

Jake Silvia joins the COM Maintenance & Operations team after having worked as a plumber for Marin Mechanical for 4 ½ years. During this time, he worked installing water, waste and gas lines in new construction and remodels for residential and commercial buildings.

After his time at Marin Mechanical, he worked for Sonoma County Regional Maintenance for one season. Some of the duties he had while working for Sonoma County were making sure all public trails were safe and cleared, mowing lawns, sanding and staining park benches/ picnic tables, building fences and other maintenance work to keep the parks clean and looking nice.

Before coming to the College, Jake worked for Rayne water conditioning, installing and maintaining water filters, water softeners and reverse osmosis drinking systems.

Kevin Lee is very glad to join the Maintenance & Operations Team as the new HVAC Technician. He is a Marin County native and has returned home from living in New York City working as an HVAC installer. He attended CUNY City College of Technology and received an Associate's degree in

HVAC and completed a Bachelor's degree in Facilities Management. Kevin is passionate about reading and learning new skills.

Many have already noticed the impact that Kevin has had on the HVAC systems at the College and passed along their gratitude to the department. Kevin is a much welcome addition to the team after relying on outside contractors while working through the recruitment and hiring process.

### Weather Related Updates

With all the storms this winter, the Maintenance & Operations department has had its hands full with multiple weather-related issues at both campuses. Some of the challenges staff faced included clogged drains from leaves, minor roof leaks, downed trees, power outages and minor parking lot flooding.

According to the Marin Municipal Water District Water Watch website, Lake Lagunitas has received over 53 inches of rain which is 125% of average. Lake Lagunitas is about 2.5 miles from the College. I thank the team for all the work they have done in keeping the College buildings operational during another wet winter.



**Roberto Gonzales, Gardener**





Ramiro Perez, Facilities Technician I

Ramiro Perez, who has been a custodian in the District since January of 2013, will be moving to the Facilities Rental department as a Facilities Technician I. Ramiro has been an asset to the custodial department, even working out of class as the Custodial Supervisor when Custodial Supervisor Karol Dailey was working temporarily in the Assistant Director position during the recruitment for that position. Ramiro's commitment to supporting the College will greatly serve the Facilities Rental Department.

*“A life of significance is about serving those who need your gifts, your leadership, your purpose.”*

*-Kevin Hall*



Maintenance & Operations Staff at Bill Wadsworth's Retirement Celebration, Kentfield Campus

# Maintenance & Operations

continued

## Congratulations to Bill Wadsworth!

On December 21, 2023, the Maintenance & Operations team held a retirement party for long time gardener Bill Wadsworth. Bill was with College of Marin for 25 years. In his time with COM, Bill was most passionate about maintaining the landscape at the Child Study Center (CSC). He was diligent about ensuring the students at the CSC had a clean and safe play area to enjoy.

During Bill's retirement party, the staff from the CSC brought their students to say goodbye to Bill. The students showed their appreciation for all of Bills work, by making him cards, and posters thanking him for his dedication to keeping their little area of the College in great shape for their use and enjoyment. It was an emotional event for all who attended.

We wish Bill the best in his retirement.



Children from the CSC bid Bill Wadsworth farewell, Kentfield Campus



## Contact Us

Give us a call for more information about our services:

### Administrative Services

(415) 884-3100

epuch@marin.edu

### Capital Projects

(415) 457-8811 ext. 8128

erhodes@marin.edu

### College Services

(415) 884-3100

epuch@marin.edu

### Community Programs

(628) 234-7316

lafriedman@marin.edu

### Facility Rentals

(415) 884-3124

lbacigalupi@marin.edu

### Fiscal Services

(415) 884-3160

agclark@marin.edu

### Information Technology

(415) 884-3180

pekouetotou@marin.edu

### Maintenance and Operations

(415) 485-9449

kchristiansen@marin.edu

### Police

(415) 485-9681

druiz@marin.edu

## Upcoming Events

### COM and Public Events Through May\*

Date	Event	Location
March 28	Novato Speaker Series	Jonas Center, 7:00p
March 29	Double the Brass	Lefort Recital Hall, 7:30p
April 4	Novato Chamber Business Expo	Jonas Center, 4:00pm – 7:00p
April 5 – 6	Contemporary Opera Marin	James Dunn Theatre, 7:30p
April 7	Contemporary Opera Marin	James Dunn Theatre, 2:00p
April 10	Career Industry Fair – Business and Finance	AC Quad, 12:40p
April 18 – 20	COM Coast Conference Swim and Dive Champs	Miwok Aquatic Center
April 25	Novato Speaker Series	Jonas Center, 7:00p
April 25 – 27	MCAL Swim and Diving Championships	Miwok Aquatic Center
April 26 – 27	Plant Sale	IVC Organic Farm
April 27	Jim Stopher Solo Piano Recital	James Dunn Theatre, 7:30p
April 29	Community Education Priority Registration—Summer/Fall	
May 3 – 4	Plant Sale	IVC Organic Farm
May 3	COM Jazz Ensemble	James Dunn Theatre, 7:30p
May 4	COM Golden Gate Brass Band	James Dunn Theatre, 7:30p
May 10	College Chorus and Chamber Singers	Lefort Recital Hall, 7:30p
May 11	Symphonic Wind Ensemble	James Dunn Theatre, 7:30p
May 12	COM Symphony Orchestra	James Dunn Theatre, 3:00p
May 18	Marin Oratorio	James Dunn Theatre, 7:30p
May 18 –19	MCSA Water Polo – Marin County Cup	Miwok Aquatic Center
May 19	Marin Oratorio	James Dunn Theatre, 3:00p
May 21	Community Education—Summer Registration	
May 24	97 <sup>th</sup> Annual Commencement and Transfer Recognition Ceremony	Pieper Field, 6:00p

\*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.