

ADMINISTRATIVE SERVICES NEWS

Bi-Monthly Newsletter

September 2024



President's Investiture Ceremony

On September 12, the College community, along with COM partners and friends, gathered at the Jonas Center to celebrate the investiture of Dr. Jonathan Eldridge as the 11th President of College of Marin.

The ceremony included heartfelt speeches, music and a reception. It was truly an inspiring event with many special guests in attendance, and a celebration not just of Dr. Eldridge taking the helm, but of the College's accomplishments and planning for its upcoming centennial.

Special thanks to our generous sponsors, Alten Construction, Arntz Builders, Gilbane Building Company, Keenan, and 10,000 Degrees.



COM Staff, Faculty and Administrators, Investiture Ceremony, Jonas Center, Indian Valley Campus

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Information Technology

With the proliferation of online accounts, password management has become a daunting task. It is advised that all users adopt a software application for managing their many professional and personal account credentials. The College has invested in the [Bitwarden](#) password management tool. We currently have a limited number of licenses for our staff that need help managing their passwords.

Please submit a ticket to get setup. Still, we must be vigilant as bad actors have various methods to leverage your account privileges and/or exploit your applications. Please get into the habit of both logging out of browser-based applications and closing the browser; especially when working from a publicly shared device.

Disclaimer: The Marin Community College District gives no guarantees and accepts no responsibility or liability pertaining to any or all matters related to users' own password management.



Custodian Appreciation Event, McInnis Park

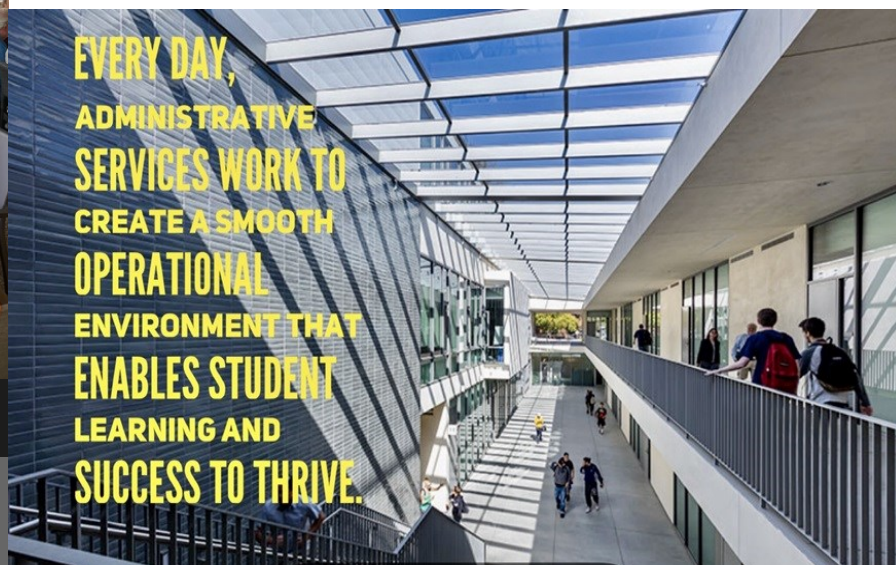
Maintenance & Operations

Custodial Appreciation Week

The week of September 8th through September 14th was custodial appreciation week. Each day of the week, COM staff and managers recognized the hard work of our custodial team to show how thankful we are for them. Management provided them with snacks and other treats, and Supervisor Karol Dailey created a custodial services Bingo game.



Custodian Appreciation Event, McInnis Park



Maintenance & Operations

continued

Welcome New Custodians

Fernando has been working as a substitute custodian for the college for the last 6 months and has recently been hired full-time. Fernando is originally from Mexico. In his spare time, he likes to draw and has recently signed up for a strength and fitness program.



Fernando Vargas, Custodian

Cesar has worked as a sub custodian for COM for almost a year. He has been hired as a full-time custodian assigned to Indian Valley. Cesar is from Nicaragua and likes the custodial job.



Cesar Espinosa, Custodian



Efrain Jimenez, Custodian

Efrain is not new to COM, he is a student here. He is from Guatemala. He likes to play soccer and study English, he said "I am excited to be working at COM!!!"



Israel Mondragon, Custodian

Israel is very happy to work here at COM. He said that COM feels like a very big family, with very kind people to work with. He has experience in construction and maintenance in his home country of Mexico. His free time is dedicated to his family, church and fishing with his son.

Welcome New Receiving Clerks

Joe has 14 years of shipping and receiving experience. Outside of work he enjoys fishing, mountain biking and surfing. He's also an avid sports fan.



Joe Hartmann, Receiving Clerk

After 11 years working at a biotech company as the Shipping Supervisor, Anthony is excited to begin a new journey at COM. When not working, he loves exploring music, art, sports, and trips to the beach. He's looking forward to bringing his experience and passion to this new role and making a positive impact at COM.



Anthony Marinaro, Receiving Clerk

Congratulations Are In Order!

Happy Retirement to Heather Peitz, Community Education Enrollment Services Associate.

After 25 years of dedicated service, our wonderful colleague, Heather Peitz, is retiring. We want to extend our best wishes to her as she embarks on this new chapter. In the meantime, our staff will handle the enrollment responsibilities while we search for a replacement—though Heather's contributions are truly irreplaceable.

Please take a moment to wish her well when you next speak with her.



Heather Peitz, Enrollment Services Associate



Miwok Aquatic & Fitness Center, Indian Valley Campus

Community Programs

Community Education

And many more!

Community Education's Fall 2 term runs from October 21 through December 7 and registration is open now! Visit www.marincommunityed.com to explore upcoming classes including:

- Motown Records: The Greatest Soul Music Label
- Zumba® Gold with Toning
- Introduction to Traditional Hawaiian Dance
- A Course in Miracles
- Joy of Tennis: Beyond Competition
- Conversational Italian
- The Feldenkrais Method for the Active Older Adult
- The Spiritual Dimensions of Jungian Psychology
- Iaido: The Art of the Japanese Sword
- Bird-Watching in Northern California
- Piano Classes For Beginners To Advanced
- Yin and Restorative Yoga with Sound and Song
- Chair Yoga Workout for All Ages





Bill and Adele Jonas Center, Indian Valley Campus

Community Programs

continued

Facility Rentals

The Miwok Aquatic and Fitness Center was busy this summer. We held our community summer recreation and lap swim June through August. We had 1,816 swimmers attend our hours Monday through Friday from 11:30am - 4pm. We held several events including water polo, free diving, Pac Masters Swimming Championships, Diving Zone Championships, USA Diving Masters National Championships, Speedo Sectionals, and the Marin Swim League Championships. These events not only brought our local talent to our facilities but also athletes from around the country and Canada.

This fall our College of Marin Women's Water Polo team is competing along with several swimming clinics, dive meets, water polo games for high school and club teams along with rental of the facility by several organizations, club

teams, colleges and an adult learn to swim program.

We are also holding community lap swim and fitness center access, Tuesday - Thursday from 1pm – 3pm.

We continue to be the desired location for facility use, especially our classrooms, pools and athletic facilities. Everyday organizations, high schools and community programs and partners are on our campuses.

The Bill and Adele Jonas Center is the site of many college, community and community partner events this fall including the Investiture of President Eldridge, our Retiree Luncheon, Empower Together in partnership with Novato Unified and the Equity in Mental Health Symposium. We are also welcoming local non-profits, Rotary clubs, private events, fundraisers and several holiday parties.

Farm

One of the farm's highlights is the seasonal Saturday Farm Stand, where they sell organic produce, flowers, and homemade products like cold-pressed olive oil. This farm stand operates from July through October, providing a variety of fresh, locally-grown goods. All proceeds support the farm's educational programs and sustainable farming practices.

Room Request Reminder

If you are looking to book a classroom, please continue to contact James, Grace or Alex in OIM. If you are looking to book a conference room, outdoor space, theatre or other, please use Facilitron. If you would like access to Facilitron, please contact Lindsay Bacigalupi at lbacigalupi@marin.edu

The Legend Has Retired!

We would like to announce that after more than 21 years of dedicated service, David Erlenheim has decided to retire. His last day in the office will be September 30, and his retirement date will be effective November 1.

David has been an invaluable part of our team, touching every aspect of the purchasing process. His expertise and unwavering commitment have left a lasting impact on the entire District.

While replacing David would be virtually impossible, the Buyer recruitment is underway, and it is our intent to have a new District Buyer staffed by November 1.



Fiscal Services

Adoption Budget

We are pleased to announce the completion of the FY24/25 Adopted Budget! The months long budget development process involved thorough reviews, strategic prioritization, and collaboration across various departments and program managers to align with the District's objectives.

This budget is not just a collection of numbers – it's a celebration of our shared participatory governance, values-focused mindset, and commitment to student success. Whether it was through long hours, cross-departmental collaboration, or innovative problem-solving, every one of you played a critical role in making this possible.

Special shout-out to both Michelle and Bri for their extraordinary contributions in ensuring everything came together seamlessly!

Annual Audit

As part of our commitment to ensuring financial transparency and operational excellence, CWDL will be conducting our annual audit over the coming weeks. This audit is an essential process that reviews our financial statements, internal controls, and overall operational compliance. The audit is an opportunity to identify areas of improvement, highlight our achievements, and demonstrate our commitment to maintaining the highest standards of integrity.



David Erlenheim and President Jonathan Eldridge



Welcome New Staff

I am excited to announce that Samantha (Sam) Jackson has joined our team as the Assistant Director of Fiscal Services!

Sam brings with her a wealth of experience in Public Agency financial management which will be a great asset as we continue to enhance our financial operations and strategies.

In this role, Sam will oversee the district's accounting of its categorical funds, and the financial aid disbursement process. Going forward, both Bri Haggitt and Natalie Barzegar will be reporting directly to Sam.

We are confident that Sam's contributions will play a vital role in supporting our operations and long-term objectives.

Fiscal Services

continued

Operations/Staffing Updates

Staff Accountant

We are pleased to announce that Keli Gaffney has been selected for the newly added Staff Accountant role! We are excited to leverage from her extensive student account and payable experience as Fiscal restructures the work from other desks to accommodate for the new role.

Payables

To assist with this transition, for all invoices, approved, or those that still need to be approved, please send to payables@marin.edu.

Going forward, please DO NOT email invoices directly to Keli. Our A/P Team will route invoices for approval or payment from this new email inbox.

Receivables

In an effort to provide our Financial Aid disbursement guru, Natalie Barzegar, a reprieve, we will be transitioning her

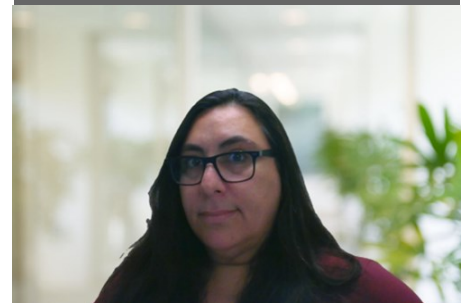
accounts receivable responsibilities to Keli.

For all billing requests, please email Keli and cc our temporary employee, Moha Sanaie (msanaie@marin.edu)

Cash Receipts

Keli will also be relieving Natalie of her deposit responsibilities as well. For all checks and cash deposits that are processed at IVC, please deliver to Keli.

The recruitment for Keli's replacement is currently underway, and it is our intent to have the Accounting Specialist position filled by November 1.



Samantha Jackson, Assistant Director of Fiscal Services

Thank you Officer Dustin Ruiz!

We would like to thank Officer Dustin Ruiz for his service in the role of Interim Chief of Police during recruitment for the Chief of Police.

Your dedication and commitment to serving the community is truly commendable. Your professionalism, courage, and compassion in carrying out your duties make a significant difference in ensuring the safety and well-being of our COM community.

Whether responding to emergencies, handling difficult situations with calm and grace, or simply being a reassuring presence, you exemplify what it means to serve with integrity. Your hard work does not go unnoticed, and the positive impact you have on the lives of so many is deeply appreciated. Thank you for your unwavering service and dedication to keeping us safe.



Officer Dustin Ruiz



Campus Police



We welcome the new Director of Campus Safety and Chief of Police

Chief Raul Aguilar has over twenty-five years of experience in Marin County Law Enforcement. He started with the San Rafael Police Department in 1999 as a patrol officer and held multiple roles, including detective and field training officer. He became a Sergeant in 2009 and led multiple teams, including patrol, street crimes and the traffic unit. Raul advocates for justice, compassion, and dignity for all, believing in the tenets of 21st-century policing and building relationships one by one.

Raul immigrated to the United States as an adolescent. With the help of California Community Colleges, he learned English and prepared for his academic life. Raul holds a Bachelor of Science in Criminal Justice Management from Union Institute and University (Cincinnati, OH) and a Master's Degree in Public Affairs from the Goldman School of Public Policy at UC Berkeley.

In his free time, Raul enjoys traveling and recently hiked Mount FitzRoy in Argentina. He resides in Novato with his dogs, Kilo and Felony.

Welcome Week Coffee and Conversation

During Welcome Week, the College of Marin Police Department staff hosted a "Coffee and Conversation" event on August 27 during the morning hours. Students stopped by to learn how to contact the police department in case of an emergency, learn about other services provided by the department and share additional resources available on Campus. Students also met the new Director of Campus Safety, Chief Raul Aguilar and other officers in a casual, relaxed atmosphere.



Center for Student Success, Kentfield Campus

Capital Projects

Center for Student Success

Construction on the Center for Student Success is progressing per schedule. Installation of secondary steel and roofing materials is progressing. Interior framing has begun and is moving quickly through level 2. There were concrete pours completed at level 1 slab on grade, level 1 transformer pad, level 2 terrace and in the room mechanical well. Fireproofing of the structure steel beams is ongoing. The roof deck welding should be complete in the very near future.

Bolinas Field Station

Bolinas Field station is nearing construction completion. The exterior wall siding and interior walls are complete. Installation of composite fences, doors and hardware, casework and countertops, and irrigation control wires is happening over the next few weeks. Concrete for the site is being formed and poured. Installation of the remainder of the fence will occur in a few weeks. The Bolinas team is working on procuring furniture and equipment for the building to be ready for program in January 2025.



Bolinas Field Station, Bolinas

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, Oct. 23, 2024

4:30 – 6:00 PM

Kentfield Campus
Academic Center, Room 229

835 College Ave.
Kentfield, CA 94904

Contact Us

Give us a call for more information about our services:

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epuch@marin.edu

Information Technology (415) 884-3180

pekouetotou@marin.edu

Maintenance and Operations (415) 485-9449

kchristiansen@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

Police (628) 234-7467

raguilarpulido@marin.edu

Capital Projects (415) 457-8811 ext. 8128

erhodes@marin.edu

Upcoming Events

COM and Public Events Through December*

Date	Event	Location
Oct. 2, 4-6	Macbeth	James Dunn Theatre
Oct. 7	President's Town Hall	
Oct. 9	It's Fall Y'all	AC Quad, Kentfield Campus
Oct. 10 – 13	Macbeth	James Dunn Theatre
Oct. 11	Empower Together	Indian Valley Campus
Oct. 16-17	Equity in Mental Health Symposium	Jonas Center
Oct. 21	Transfer Day	Kentfield Campus
Oct. 23	Career Fair	Kentfield Campus
Oct. 28	Course Fest	Kentfield Campus
Nov. 8-9	Don Barksdale Basketball Classic	Diamond PE Center
Nov. 11	Veteran's Day	College Closed
Nov. 22-24	The Snow Queen	Studio Theatre
Dec. 6 – 8	The Snow Queen	Studio Theatre
Dec. 13 – 15	The Snow Queen	Studio Theatre

*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.