

ADMINISTRATIVE SERVICES

NEWS

Bi-Monthly Newsletter

February 2023

Welcome to spring semester!

Speedo Swim Sectionals at Indian Valley Campus

College of Marin has been chosen to be the host site for the 2023 Swim Sectionals, sponsored by USA Swimming and Pacific Swimming, and hosted by Thunder Coast Aquatics (TCA). The event will take place at our very own Miwok Aquatic and Fitness Center. The Sectionals will take place from March 2-5; however, you can expect to see activities on campus starting on Feb. 27.

This event has never before been located in Marin County, and will bring many visitors to Novato. We are excited to bring athletes, and their supporters to our beautiful new facility.

Beginning March 2nd parking will be limited as we are expecting a very large crowd for 4 days. Staff and students will need to park in Lot 1 as the rest of the parking will be used for this large event. Please plan accordingly.



Isidro Farias, Director of Capital Projects

Farewell to Isidro Farias

Isidro joined the College in February 2018 as the Director of Capital Projects overseeing the 2016 Measure B Bond program.

His direction of over \$250 Million Dollars worth of design and construction at COM leaves an indelible legacy.

- Learning Resources Center
- Maintenance & Operations
- Welcome Center
- Child Study Center
- Performing Arts
- Fine Arts
- Fusselman Hall
- Physical Education Renovations
- Organic Farm
- Miwok Aquatic and Fitness Center
- Jonas Center
- Building 21 Lab Renovation
- Bolinas Field Lab
- Facilities Master Plan

As you move on to the next chapter of your life, know that you will be missed, and know that we will never forget your professional expertise, and mentorship. Best wishes!

Facilities Master Plan

The Board of Trustees is expected to approve the [2023-2028 Facilities Master Plan](#) at the Feb. 14 Board Meeting. I would like to thank the many stakeholders, including staff, faculty, students and community members who have participated in meetings to express their feedback and priorities for the Facilities Master Plan. Your participation is critical to inform the needs of the institution in the years to come.

Internal College Event Rentals

If you have not had the chance to review the new facility rental fee schedule please do so. If you have a large College event and want to use large spaces (about 5-6 venues), please plan for those costs accordingly. These costs (to your department budget) will begin July 1, 2023 for the new fiscal year.

We love seeing everyone active and wanting to do events but due to the scale and number of events we are just trying to cover OT costs with the limited staff we have. Please take a look and budget for the new year accordingly. If you have any questions please reach out to [Lindsay Bacigalupe](#) in Community Programs and she can help you.

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
- Community At-Large
- Student Organization Representative

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

Next Meeting

[Wednesday, March 22, 2023](#)

4:30 – 6:00 PM

Indian Valley Campus

Building 10, Room 140

1800 Ignacio Blvd.
Novato, CA 94949



New Learning Resources Center Rendering, Kentfield

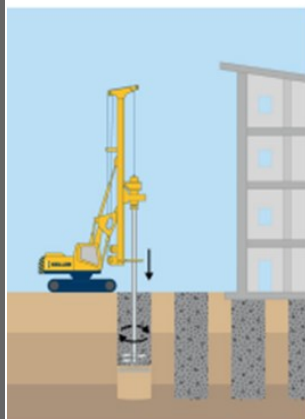
Capital Projects

Learning Resources Center

Construction on Increment One of the Learning Resources Center has begun. You have all been patiently staring at a vacant lot for quite a while and we are excited to finally be moving forward with this exciting project. Increment One involves demolition of the last remaining elements of the old LRC including retaining walls and pathways as well as grading, shoring, soil mixing and other various ground improvements. With that being said, with construction comes increased noise and activity. Noise you will expect to hear onsite include the following:

1. Jack hammering
2. Saw cutting
3. Idling trucks
4. Back up alerts
5. Generic construction noise such as power tools, hammering, etc.

This is a reminder that Parking Lot 15 is closed for the duration of construction. Updates on the construction of the LRC can be found at www.measurebcom.org under the Learning Resources tab.





Bolinas Field Station Rendering

Capital Projects

continued

Bolinas Field Station

The County of Marin has completed plan checking the drawings and approved the Building Permit earlier this month. Fundraising to raise the remainder of the project funds continues. The project will go out to bid in March and construction is scheduled to start in July 2023. There will be a ground-breaking ceremony held on July 21.

Kentfield Pool Deck

The deck of the pool at Kentfield is in the process of being repaired. Drawings are being completed and will be submitted to DSA for approval.

Indian Valley Building 21 Repurposing

The old pool at Indian Valley has been demolished and a concrete deck will be installed once weather permits. An architect has been hired for the renovation of the interior and the team

is working with the Workforce Development team on scope.

Facilities Master Plan

We want to thank all faculty, staff, students and the public that participated in the Facilities Master Plan process. We had over 50 meetings during this process. The process will be completed this February when the Board of Trustees is scheduled to approve the final Facilities Master Plan.

Other Capital Improvement Projects

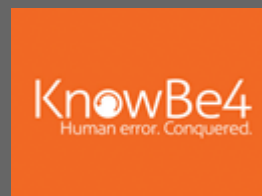
Indian Valley Building 8 and 9 Improvements

The tenant improvements for Buildings 8 and 9 are well underway. Demolition of walls, replacement of HVAC units, and the updating of spaces is on schedule for completion later this spring.

Phishing Scams and Social Engineering

To train our users against risks of phishing scams and social engineering, as well as for meeting compliance requirements, the IT department will continue to engage our community through various tools. Please be vigilant and do not fall for phishing emails impersonating College Executives or requesting help from a trusted friend. Users who are interested in our training portfolio may visit the following [link](#) (click on "modstore").

You are the last line of defense in keeping College of Marin safe.



"We must remember that intelligence is not enough. Intelligence plus character—that is the goal of true education. The complete education gives one not only power of concentration, but worthy objectives upon which to concentrate."

-Martin Luther King, Jr.

Holiday Cheer Party and Open House a Success!

We were very pleased with the big turnout for our first College Services Holiday Cheer Party/ Open House at our new location, 941 Sir Francis Drake. We celebrated with so many friends, made new ones and were so happy to see about 50 attendees, including a special guest guide dog in training! It was a good time to reconnect and also welcome those who had not yet had the opportunity to visit us in our new location to see the beautiful space. We hope to host another event in February. Stay tuned for details!

Links to Copyright Information Websites

The following websites will provide additional information regarding use of copyrighted material. This is a good place to start, should you need to gain permission.

- [Copyright Clearance Center](#)
- [American Libraries Association](#) on click on "Washington Office" or "issues and advocacy"
- [The US Copyright Office](#)

We are always here to answer questions or provide any assistance you need.



College Services staff at Holiday Open House

College Services

Welcome back, everyone!

Copyrights and You

We often received requests to print copyrighted material for instructors to use as class material or as part of readers and workbooks. There is a widespread perception that these types of requests fall under "fair use". However, that is not always the case and copyright laws and regulations have become increasingly strict and punishments severe for institutions or individuals in violation of these laws.

There is an increasing amount of free and less restrictive material available online. However if material has a copyright, reproducing and distributing are still quite limited and not waived just because it is permissible to download the material for personal use.

Besides the federal laws, COM has its own Administrative Policy regarding copyrights, [AP 3750](#). It is helpful to familiarize yourself with this policy, especially if you are considering reproducing anything in question.

The "Fair Use" doctrine permits limited use of copyrighted materials, only in certain situations. There is much more involved and more details that are relevant to copyright permissions contained in AP 3750 so please familiarize yourself with it.

The COM [Lib Guide](#) also has some very useful and helpful information to answer your questions and assist in best practices.

How Do I Gain Permission to Use Material?

Responsibility for obtaining permission to print, duplicate or display copyrighted works rests with the individual using the copyrighted material, such as the instructor using the material for a class.

This would involve contacting the owner of the copyrighted work and obtaining written permission to use the work. Please see side bar for a list of websites which will provide additional information regarding use of copyrighted material.

Have a wonderful semester!



COM Hawaiian Dance Students

Community Programs

For the new year, we will have 10+ new instructors joining Community Education.

Check out our new class offerings:

- Money Smart for Older Adults
- Happier Hour: Life Hacks for Well-being
- Introduction to Jungian Dream Analysis: A Journey Into the Unconscious
- Pharmacology (Study of Drugs) for Everyone
- Democracy and Republic: Greece and Rome in the Classical Age
- Prose Writer's Workshop: Empower your story with a more effective application of Narrative, Summary and Scene
- Let's Talk About Talk – Linguistic Principles of Conversations
- Introduction to DJ'ing

2023 Speedo Swim Sectionals

Miwok Aquatic and Fitness Center will be the host site for this years Speedo Sectionals March 2 – 5, sponsored by USA Swimming and hosted by Thunder Coast Aquatics (TCA). This swim meet will bring 800 athletes from California and Nevada who are looking to qualify

for the next step in the Championship Series.

Hawaiian Dance Classes

Hawaiian Dance classes are back in Community Education in 2023 after a three-year hiatus!

Longtime instructor Lisa "Pua" Saunders, MA (Ethnic Dance), is a kumu of a professional hula performance company, Hula Manu O'o, and is teaching in the winter and spring quarters. She is a member of UNESCO Council on International Dance and has presented in a variety of locations, including at Carnegie Hall.

Community Lap Swim Program at Miwok Aquatic and Fitness Center

College of Marin will be offering its adult community lap swimming program at the Indian Valley Campus, starting January 31, 2023.

Tuesday, Wednesday, and Thursday
1 pm – 3 pm

Purchase swimming pass at the Miwok Aquatic and Fitness Center lobby.

- Individual Daily Drop-In: \$10 / \$9 Seniors (over 55)
- 10-Day Discount Pass: \$90 / \$80 Seniors (over 55)

Winter/Spring 2023

Winter Jan 23-Mar 11

Spring Mar 27-May 13

Folk Dance 101: Eastern Europe and the Caucasus

Introduction to Hawaiian Dance

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Contact Information

Non-Urgent:

(415) 485-9455

Urgent:

(415) 485-9696

Emergency, fire, and medical:

911

police@marin.edu



College Police and support staff at BBQ for Students, Kentfield

Police

Message from Chief of Police— Emergency Preparedness



[Emergency Preparedness](#)

Happy New Year and welcome back to the spring 2023 semester. I know all of you are busy, however I would like to request 18 minutes of your time.

As we move toward successfully completing our 2022-2025 Strategic Plan, one of our goals is obtaining 100% staff participation in watching an emergency preparedness video. This video will assist you in reacting to an emergency on our campuses. The video addresses our Emergency Guidelines Handbook, advises you of the new Emergency Provision Cabinets throughout our campuses, and trains you on how to use our new AEDs that have been installed

throughout our campuses.

This video can literally help you save a life on campus. This training qualifies for faculty flex credit.

The video can be found in ProLearning. Log into MyCOM and double click the ProLearning icon. You will see a convenient link on the main page under Recommended ProLearning Online Trainings, entitled "Emergency Preparedness Training Video for COM". You may also choose to enter "*Emergency Preparedness College of Marin Police Department*" in the search bar to locate the video.

Thank you in advance for helping to protect one another on campus.

Fiscal Services

Key Budget and Year-End Dates—2023

The following are planned year-end tasks and deadlines. A Budget Memo will be sent out in March with actual dates.

- April (2nd week): Budget Builder tool opens for updates.
- May (2nd week): Budget Builder tool closes.
- May (3rd week): Last day to submit purchase requisitions.
- June 15: All check requests for current FY expenditures due to AP.
- June (three business days before end of month): June timecards due to Payroll, including scheduled work hours thru 6/30. Ensure all hours worked during current FY have been approved and submitted to Payroll for processing.
- June 30: All purchases must be received and services rendered for current FY budget.
- July 6: All approved current FY travel claims for reimbursement due to AP.
- July 15: All current FY expenditure transfer requests or allocation corrections due to Fiscal Services.
- July 15: All invoices due for final AP check run for current FY – all invoices must be paid to be included in the current FY budget. If not paid, they will be charged to your next fiscal year's budget.
- July (three business days before end of month): July timecards due to Payroll. Include corrections for 6/27-6/30 hours scheduled but not worked.

New Procurement Card Reporting Requirement

Effective immediately, all District P-Card holders are required to submit additional supporting documentation aside from receipts for food purchases during staff meetings:

- For food purchases \$200 and below:
 - Names of participating employees
- For food purchases above \$200:
 - Names of participating employees
 - Purpose of meeting (a brief description is sufficient)



Tony Clark, Director of Fiscal Services

Tony Clark will join COM later this month as the Director of Fiscal Services.

Tony holds a degree in Finance and International Business from Long Beach State and has over 20 years of accounting and finance experience. Spending much of his career in local government, he values public service. He also has a passion for international finance and enjoys investing in the stock market. He is an outdoor enthusiast and avid mountain biker, and when not on the bike, he's hiking the open spaces of Marin with his girlfriend. Tony is looking forward to serving the students as well as supporting the College of Marin team!

Welcome to New Staff

Becca Yim joined College of Marin in 2016 as the Assistant Coach for the Women's Soccer team. In the Spring of 2018, Becca became the Administrative Assistant in the Kinesiology & Athletics Department. As of December 2022, Becca transferred departments and is currently the Administrative Assistant to the Assistant Vice President of Administrative Services.

Outside the office, you'll find Becca at a CrossFit gym or exploring regional parks with her two dogs, Peach & Bowser.



Becca Yim, Administrative Assistant III

Reminder

To expedite matters related to payroll, please email the District's Payroll Team only from your College of Marin email address.

Contact Us

Give us a call for more information about our services:

Administrative Services

(415) 884-3100

gnelson@marin.edu

(415) 884-3101

epuch@marin.edu

Capital Projects

(415) 457-8811 ext. 8128

erhodes@marin.edu

College Services

(415) 485-9393

aricciuti@marin.edu

Community Programs

(628) 234-7316

lafriedman@marin.edu

Facility Rentals

(415) 884-3124

lbacigalupi@marin.edu

Information Technology

(415) 884-3180

pekouetotou@marin.edu

Maintenance and Operations

(415) 485-9449

kcristiansen@marin.edu

Police

(415) 485-9467

jmarozick@marin.edu



Miwok Aquatic and Fitness Center, Indian Valley

Maintenance & Operations

The Maintenance and Operations department has had its hands full with multiple weather-related issues occurring at both campuses. Staff have been busy with clogged drains, minor roof leaks, downed trees, power outages and parking lot flooding. Prior to the heavy rains, we prepared by stocking up on sand bags, placing them in known trouble spots, clearing storm drains, sharpening chainsaws and, making sure we had plenty of fuel on hand. All in all, the preparations paid off. We had several downed trees at the Indian Valley campus and some water intrusion into the basements of two of our buildings at Kentfield that were resolved quickly by staff with some assistance from other departments (thanks Dave White) and outside agencies.

HVAC Update

Staff have been busy with repairs to HVAC systems across both campuses. However, we are still awaiting some parts to make necessary repairs. If you need a portable heater, please submit a School Dude. Thank you for your patience as we work to resolve these ongoing issues.

U-Key Request Form

Please use the U-key request form for all new key holders. Complete this form to receive the requested keys **before** your new employees arrive. Download the U-Key request form at the [Maintenance and Operations website](#) and refer to the [U-Key Information Sheet](#) for user guidelines.

Issued U-Keys are subject to all provisions of the District key policies and procedures. All signers of this form are responsible for enforcing those policies and procedures. Users will be financially responsible for the replacement of lost U-Keys.

