

COLLEGE OPERATIONS

MARIN COLLEGE OF MARIN NEWS

Quarterly Newsletter

Fall 2025



Classified Professional Learning Day, Indian Valley Organic Farm, Indian Valley Campus

Message from the Vice President of Finance & Operations

As the energy of the Fall semester takes hold, College Operations extends our appreciation to our entire COM community for a strong and inspiring start to the academic and fiscal year. To our new students, welcome! We're thrilled you've joined us. To our continuing students, thank you for your dedication and perseverance. You are the heart of our mission.

We also want to recognize and thank every faculty and staff member who shows up each day prepared to support our students. Your commitment ensures our learners have the resources, guidance, and

encouragement they need to thrive.

College Operations remains steadfast in its mission to provide an integrated support system that upholds financial integrity, robust technological infrastructure, safe and inclusive environments, lifelong learning opportunities, and well-maintained facilities. These pillars are essential to advancing the College's mission and driving student success.

As we advance through the semester, we wish everyone a peaceful and healthy rest of 2025. Let's continue working together to make this an excellent year for our College community.

Thank you and warm regards,

Eresa Puch

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Happy Retirement to Wendy Lee!



Wendy Lee, Technology Support Specialist I

After 35 years of service, Wendy Lee is retiring. Her knowledge, kindness, and commitment to COM's Help Desk have made a lasting impact. Please join us in wishing her the very best!



Information Technology

IT Director Recruitment

The Finalists visited the campus in October. We expect to bring a new IT leader forward for Board approval very soon.

Center for Student Success (CSS)

Fiber is installed, equipment setup has begun, and testing is underway for the new CSS building. IT is coordinating with Facilities to ensure a smooth technology move-in starting this October.

Banner Upgrade

The migration from Banner 8 to 9 is complete! More updates will follow this fall as Ellucian moves toward a cloud-based system over the next few years.

Website (Drupal) Updates

We're upgrading to Drupal 9 now, with Drupal 10 and 11 coming in the next 6 months. These updates will improve security, accessibility, and content features—including support for short video posts.

Remote Access

We've transitioned from Citrix to Microsoft VPN, included at no cost through our Microsoft agreement. Contact the IT Help Desk if you need secure off-campus access.

Technology Plan Survey

In October, employees and students will be invited to share feedback on COM's next 3-year Technology Plan. Your input is vital to align with COM 2030 goals.

HECVAT Requirement

All technology purchases now require the latest Higher Education Community Vendor Assessment Toolkit (HECVAT). Please request this from vendors before submitting purchase requests to ensure compliance with cybersecurity, accessibility, and privacy standards.

Digital Declutter Training

Workshops on organizing digital workspaces were offered this quarter. Contact the Help Desk for a copy of Chas Thorpe's latest presentation.

Network Infrastructure Upgrades

IT has upgraded core switches, external phone systems, security cameras, and expanded Wi-Fi at both campuses—bringing faster, safer, and more reliable service.

Thank you for your continued partnership as we strengthen the technology foundation that supports teaching, learning, and student success at COM.



Maintenance & Operations Staff, McInnis Park

Welcome New Staff



Chunlin (Charlie) Pan, HVAC Building & Control Engineer

Maintenance & Operations

Welcome Tessa Loegering

The Maintenance and Operations department has been joined by Tessa Loegering as the new Administrative Assistant after the retirement of Maridel Barr. Tessa comes to the department after spending the last several years with Community Programs. Tessa was fortunate enough to have some overlap with Maridel prior to her retirement to assist with a smooth transition to her new role with M and O.

Custodial Appreciation Week

To our incredible Custodians, thank you for your tireless dedication, quiet strength, and unwavering care. You keep our college and community clean, safe, and welcoming every day. Your hard work often goes unseen but is never unappreciated. You are the heart behind the scenes, and we celebrate you with gratitude and pride. Today and every day, we honor the difference you make. Thank you for everything you do! You are essential and deeply valued.

Chunlin (Charlie) Pan, recently joined the Maintenance & Operations team as an HVAC Building & Control Engineer. He specializes in building automation and energy efficiency, with over 5 years of experience in HVAC system maintenance and optimization in California. He looks forward to supporting a comfortable, sustainable, and energy-efficient campus environment.

Annual M&O BBQ

Over the summer, Klaus Christiansen hosted a BBQ to acknowledge all the hard-working folks in Maintenance and Operations, Community Programs and the College Police Department. We were joined by Superintendent/ President Jonathan Eldridge, VP Dana Emerson, VP Eresa Puch and General Counsel Mia Robertshaw.



Maintenance & Operations BBQ, Kentfield Campus



Miwok Aquatic and Fitness Center, Indian Valley Campus

Facility Rentals

From cultural celebrations to educational workshops, Facility Rentals plays a vital role in bringing people together across both campuses. We're proud to support events that foster learning, celebrate diversity, and strengthen the bond between the college and our community.

Every rental dollar goes right back into the District, funding essential services like staffing, utilities, turf replacement, and pool supplies.

But we're more than just rentals! We offer community lap swim and fitness center programs, provide pool and gym access for employees, and host special events like the beloved Harvest Luncheon for IVC students and staff. We're also proud partners in the College Centennial and support events large and small across our campuses.

Facility Rentals is where campus spaces come alive, serving students, staff, and the wider community every day.

Community Programs

Community Education

Community Education has successfully implemented a new Registration system: ACTIVE Network! This program brings many advantages for Community Ed students, who can:

- Log in with their email addresses to use a streamlined, intuitive registration process
- Manage class registrations and self-cancel registrations with a few clicks
- Browse classes by category, location, instructor, or times
- Use a calendar view to find classes happening at certain times/days
- Pay for class fees using additional options like AMEX, Discover, Google Pay or eCheck and store payment methods for future use
- Experience smooth and efficient waitlist procedures with automated waitlist features
- Receive customized messages and tailored communications through dynamic email lists

Our website has moved from the external site MarinCommunityEd.Com to Marin.edu/CommunityEd. Currently, MarinCommunityEd.com redirects to our new web page. We're happy to have Community Education web information back within Marin.edu!

REGISTRATION 9AM JULY 29, 2025
MARIN.EDU/COMMUNITYED

COMMUNITY
EDUCATION &
PROGRAMS

100
MARIN
COLLEGE OF MARIN

FALL 1 SEP 2-OCT 19
FALL 2 OCT 27-DEC 14

Homeopathy
Made Simple
and Easy
PAGE 18

Intuitive
Cooking
Classes
PAGE 16



Welcome New Staff



Adileni (Addy) Maya Ceja, Staff Accountant

Adileni Maya Ceja who goes by Addy, joins us as a Staff Accountant.

Addy was born and raised in beautiful Marin County. She has over a decade of experience in customer relations and retail and is a graduate of the College of Marin with an Associate Degree and Sonoma State University with Bachelor's Degree in Business Administration with a concentration in accounting. Shortly after graduating from Sonoma State, Addy shifted into public accounting and has truly enjoyed crunching numbers within Excel.

In her free time, Addy enjoys spending time with her family at their local community pool or exploring local makers markets. She is also passionate about crafting; she enjoys sewing, mod podging, and creating new things with her circuit machine.

Fiscal Services

2024-2025 Annual Audit

It's **annual audit time!** Fiscal Services is in the final stretch of working with our external auditors to assess and strengthen the District's internal controls and good fiscal stewardship. The Audit process involves staff across the district and includes review of financial, operational, HR, academic and enrollment policies and procedures. Thank you to everyone who has and will continue to prepare documentation to get us across the finish line. A successful annual audit impacts our accreditation.

Procurement

Standing Purchase Orders are being encouraged for use with vendors where we make routine and frequent purchases. Standing Purchase Orders help to reduce timelines to place an order and reduce administrative burdens. We'll continue to provide trainings and support. Contact buyer@marin.edu with any questions.

P-Card Process Change Coming Soon!

Starting with the **October Statement** you will be receiving a **pre-filled Excel spreadsheet** of your transactions that you will **update with the purchase description and FOAP**. This will

replace the Adobe Fillable Form which can be daunting to fill out from scratch. A new Fiscal Services generated Adobe Sign will be sent to attach your completed Excel worksheet and scanned receipts. This gives AP staff visibility to where your submission is in the approval process and the ability for them to send out timely reminders.

Comings and Goings

This quarter saw more staffing changes with the departure of Director Tony Clark and District Buyer Santiago Nocito. We wish them well in their new positions and thank them for all of the work and effort they put in during their time with the District. The team is rallying behind these vacancies to keep operations moving seamlessly.

We are thrilled to welcome **Adileni Maya Ceja** to the team!

Welcome New Team Members

During the summer COM PD welcomed two new team members:

Carolina Zaragoza is our newest Police Services Assistant. She is a graduate of College of Marin and has a degree in Criminal Justice from Sonoma State University. Carolina has experience working in the private industry as well as work in counseling in Marin and Solano Counties.



Carolina Zaragoza, Police Services Assistant

Alex Ubau Martinez is a new College of Marin Police Department cadet. Alex recently graduated from San Marin High School in Novato and Fall 2025 is his first semester at COM. Alex is interested in pursuing a career in law enforcement after he completes his education.

Join us in welcoming Carolina and Alex!



Summer Bridge Program, Kentfield Campus

College Police Department & Campus Safety

College Police in the Community—Summer Bridge

On June 30, Chief Aguilar and Officer Langeveld participated in the Summer Bridge Program. Chief Aguilar made a presentation regarding education, resiliency and public service. After the presentation, incoming students to College of Marin had a chance to talk with Officer Langeveld about a law enforcement career and the equipment used by officers, including an inspection of our new hybrid police vehicle.

resources available through the College and our community partners. We were also happy to welcome officers from the Town of Ross Police Department, including their Chief, who stopped by to show support and strengthen our collaborative efforts. We truly enjoyed the opportunity to connect and look forward to more conversations and shared moments throughout the academic year!

Coffee with a Cop

On September 2, the College of Marin Police Department hosted a casual meet-and-greet to connect with students, faculty, and staff. We brought coffee and treats to help break the ice and create a relaxed, welcoming environment. The Chief of Police, the duty officer, and Police Services Assistants were on hand to chat, answer questions, and hear feedback. Alongside the goodies, we shared helpful information about the services COM PD offers and



Alex Ubau Martinez, Police Cadet



Aerial Lift Training, Kentfield Campus

Health & Safety Committee

We're really excited to share that the Health & Safety Committee has officially restarted! The committee plays a key role in helping ensure the safety of our students, staff, and facilities. Together, we:

- Review and discuss health and safety concerns brought forward by the campus community
- Recommend actions to address those concerns
- Review incident reports and facility inspection findings
- Evaluate emergency preparedness efforts and district-wide preparedness plans
- Discuss injury data and trends to identify opportunities for improvement

Please view their [webpage](#) for more information about this committee.

Health & Safety

We've had a busy and productive few months in the Health & Safety world! We continue to focus on maintaining a safe and healthy environment for all students, staff, and visitors across campus.

A key initiative is the Safety Suggestion Box — a quick and easy way for you to share any health and safety-related concerns, suggestions, or questions.

Whether it's a safety issue, a near-miss observation, or an idea to make our workspaces safer, we want to hear from you! Your input helps us identify potential hazards early and make meaningful improvements.

Submissions can be made via the QR code below.

Help Keep the Campus Safe

Submit any concerns or suggestions related to campus conditions, such as classrooms, office spaces, walkways, near misses, health and safety risks, fire safety issues, emergency preparedness, security concerns, environmental matters, or anything else observed that may impact safety.

Scan the QR code to submit a suggestion. This form may be submitted anonymously.



<https://forms.office.com/x/kYa1QjVWH7origis=lpuLink>

Other Approved Projects

Fine Arts Building HVAC Recommissioning and Repairs

A proposal for replacing the unit in Room 301 will be approved on the October Board agenda.

Baseball Field Safety Upgrades

The District has received safety concerns regarding errant baseballs potentially impacting students, faculty, and staff at Grant Grover, which is located adjacent to the baseball stadium's outfield. In response to these concerns, we are developing a mutually agreeable solution through a project that involves drafting an agreement between the District and MCOE.

Signage and Wayfinding (Districtwide)

This project will improve navigation for students, staff, and visitors, creating a more intuitive and accessible campus experience. The development of a Request for Proposal for consultants is underway.

IVC Campus Building 12 - New Student Center

The potential for a new student center at the Indian Valley Campus represents an exciting opportunity to enhance student engagement and support services. A proposal for design services is under review and expected to go to the Board for approval in November.



Center for Student Success, Kentfield Campus

Capital Projects

Center for Student Success

We are in the final stages of construction and interior finishing. Final grading and the installation of hardscape and landscaping are currently in progress, and finishing touches are being added to the exterior. Waterproofing and spray testing for all skylights and terrace areas have successfully passed, ensuring long-term protection against water intrusion. The installation of the wood slat ceiling on Levels 2 and 3 is progressing steadily. The shelves for the library collection have been installed and are awaiting books. The installation and testing of the Mechanical, Electrical, and Plumbing (MEP) systems are ongoing. Furniture for the building will begin arriving and being installed in a few weeks.

The complex coordination of programs, faculty, and staff moving into the building is ongoing. Meetings cover departmental needs, move schedules, logistics, and support during the transition. After five years of programming, planning, and

construction, we are nearing the finish line. Thank you for your continued support and coordination as we move into our new space!

PE Complex Renovations

The project includes replacing non-compliant bleachers, removing, repairing, and replacing the existing pool deck and plaster, and making other necessary ADA updates. Installation of underground utilities around the pool area is currently underway.

During demolition, several unexpected conditions were uncovered. The construction and design teams work on solutions to ensure continued progress and long-term durability. Thanks to proactive coordination and swift decision-making, the project remains on track despite these unforeseen challenges.

Contact Us

Give us a call for more information about our services:

College Operations

(415) 884-3100

epuch@marin.edu

Information Technology

(415) 884-3180

sjconrad@marin.edu

Facilities Planning, Maintenance and Operations

(415) 485-9449

kchristiansen@marin.edu

Community Education

(628) 234-7316

badrake@marin.edu

Facility Rentals

(415) 884-3124

lbacigalupi@marin.edu

Fiscal Services

(415) 884-3160

spjackson@marin.edu

Police and Safety

(628) 234-7467

raguilarpulido@marin.edu

Capital Projects

(415) 457-8811 ext. 8128

erhodes@marin.edu

Upcoming Events

COM and Public Events Through December 18*

Date	Event	Location
October 21	Men's Soccer Game	Pieper Field
October 22	Career Exploration Fair	PV Quad
October 22	Equity Is Not a Phase: Prof. Learning	AC 255
October 22	Women's Volleyball Game	Barksdale Court
October 24	Women's Soccer Game	Pieper Field
October 28	Men's & Women's Soccer Games	Pieper Field
October 29	Women's Volleyball Game	Barksdale Court
November 1	Women's Basketball Game	Barksdale Court
November 3-7	Homecoming	Kentfield Campus
November 4	Men's Soccer Game	Pieper Field
November 5	Women's Volleyball Game	Barksdale Court
November 7-8	Don Barksdale Basketball Tournament	Barksdale Court
November 10	Men's Soccer Game	Pieper Field
November 11	Veteran's Day	College Closed
November 12	Women's Volleyball Game	Barksdale Court
November 15	Men's Basketball Game	Barksdale Court
November 22	Men's Basketball Game	Barksdale Court
November 26	Men's Basketball Game	Barksdale Court
November 27-28	Thanksgiving Holiday Break	College Closed
December 4	Women's Basketball Game	Barksdale Court
December 4-7, & 11-14	Mystic Pizza	James Dunn Theatre
December 9	Women's Basketball Game	Barksdale Court
December 11	Annual Holiday Party	Jonas Center
December 12	Women's Basketball Game	Barksdale Court
December 18	Men's & Women's Basketball	Barksdale Court

*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.