

Changes in the Finance and College Operations Division

Finance and College Operations is excited to welcome two new areas to our Division and several new permanent employees. Reprographics, made up of **Jesse Harbison**, **Mike Klein**, and **Albert So**, and the Graphic Design team, made up of **Shook Chung**, **Roger Dormann**, and **Dave Mahoney**, have been combine into the College Services Department and will be headed up by our own **Annie Ricciuti** who assumed the role of Director of College Services on August 20, 2014. Fiscal Services will be expanding to include the bursar function. With this expansion we welcome **Keli Gaffney** and **Ellen Shaw** who will be joining Fiscal Services in role of Accounting Technician (for more information on the bursar function and other changes in Fiscal Services please see page 4). Over the summer we welcomed **Paul Wilson** and **Jeff Marcum** to the permanent positions of District Electrician, **Heidi Rank** who has accepted the permanent position of Assistant Director of Maintenance and Operations, and **Brianna Haggitt** has accepted the position of Accountant in Fiscal Services.

Please join me in supporting each of these employees in their new roles.

COM Introduces SAFE line

College Operations is excited to announce the creation of the College of Marin SAFE line. The SAFE line is a dedicated phone number for callers to report safety issues found on one or both campuses. You can reach the SAFE line by dialing (844) 700-SAFE (7233). When calling the number please be prepared to list the nature and location of the problem so that it can be addressed.

Signage will be forthcoming.

Please note that this is not an emergency number. All emergency situations should be address by dialing 911 or 7696.



Academic Center, Kentfield Campus photo credit: Multivista Construction Documentation

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Academic Center Reaches Fifty Percent Completion

The new Academic Center is progressing well and is roughly 50% complete. Interior walls have been formed and the mechanical, electrical, plumbing & data which goes into the walls is nearly complete. In the following months, work will shift to completing the systems including a pre-commissioning process designed to focus on operational accuracy. The exterior of the building will also take shape as we begin installation of the various elements that make up the "skin" system. The building is on schedule to be completed by March 2015. Transition communication for vacating Austin Center will be forthcoming.



Academic Center Reaches Fifty Percent Completion photo credit: Multivista Construction Documentation

Modernization Updates

Village Square

Minor changes are underway at the Village Square. A new modular unit has been installed; District Police are planning occupy the new space in October. Other improvements are planned for later this fall to make this suitable for long term use such as smart classrooms and an adjunct office with copier.

Demolition of TB-1 & MS-2

This building will be demolished following the District Police move planned for October. The area will be restored to parking. MS-2 will also be removed to make way for a new pre-fabricated building for Maintenance & Operations. The Health Services portable will stay in its existing location.

ADA Projects

Kentfield Campus: Ramps and accessible restrooms are nearly complete at Fusselman Hall, Student Services, and the Learning Resource Center. Please use caution around any areas still under construction. **Indian Valley Campus:** Detailed scoping of ADA improvements is underway at the Indian Valley campus. Construction is anticipated to begin in summer 2015.

Learning Resource Center Seismic Improvements

Later this fall we will begin a project to provide additional seismic stability to the Learning Resource Center. This project will be primarily installed on the exterior edges of the building adjacent to Parking Lot 5.



Welcome back to the Fall Semester. My apologies for not being able to join you for convocation, but I had some other items that kept me away for a few weeks. This is our second edition of this newsletter. While I sent one out in May, I have found that there is always so much to communicate that we will be doing this newsletter every other month. For the months that we do not have a full edition we will be sending out a one page brief in the same format to help keep you informed.

During the Summer months we accomplished a lot of items such as closing the fiscal year, building a budget, multiple maintenance and modernization projects, and other similar tasks. I take great pride in being part of the COM family and I would like to take this opportunity to thank all of the classified staff, supervisors, and managers that help keep Fiscal Services and College Operations moving each and every day.

I hope you have a magnificent semester and please let us know if there is anything we can do for you.

Greg Nelson, Vice President of Finance and College Operations

I.T. Completes Computer Roll-Out: Student Labs to be Upgraded

Our focus this summer has been on replacing our obsolete computer. We are pleased to announce that we have deployed more than 550 newer staff machines, and we will continue with the lab this fall. In addition, the I.T. Department has been actively working on supporting various construction and modernization projects. We have completed additional smart-classrooms. Other Teams have been working on improving the Banner system, network security, remote desktop access, and preparing our infrastructure for cloud service adoptions.

Microsoft Online Learning Program

As part of College of Marin's Microsoft® Volume License Agreement, our active staff, faculty, and managers are eligible to access E-Learning courses online at Microsoft.com. These courses are meant to help you keep up-to-date with the latest major software releases. To access Microsoft Online Learning, you must register online: <http://onlinelearning.microsoft.com/?whr=uri:MicrosoftAccount> **Disclaimer:** our Microsoft License Agreement requires that *ONLY* currently active College of Marin staff, faculty, and managers benefit from this program.

More From Measure C

Campus Landscape

We are happy to announce the planting of a Horse Chestnut tree, replacing the one that had to be removed to make way for the Academic Center. This lovely specimen which can be found in the newly landscaped area between the Learning Resource Center and Student Center was selected by Tom Burke and will be sure to grace the campus for decades to come. Six new Redwood trees were also planted in Parking Lot 4.

Fine Arts

The ground level canopy was completed and has proven to be an attractive & functional enhancement to the building. Completion of the landscape will follow.

Parking Lot Updates

We still have some parking areas closed due to construction (P3-Circle Drive and P5-LRC). If we have breaks in construction, we will open lot 5 on a case-by case basis. Please watch closely for cones, barricades and signs.

Fiscal Fun Fact

Do you know how many checks/direct deposits Fiscal Services processes in a year?

- a. 9,893
- b. 16,459
- c. 26,134

Answer on page 9

College Departments Partner to Establish the One-Card Program

Partnering together, Enrollment Services, IT, and Fiscal Services have successfully rolled out the **One-Card** Program for Financial Aid Students. Students can now receive their financial aid via a debit card, ACH transfer or paper check. Additionally, US Bank ATMs have been installed in the Student Services Building on the Kentfield Campus and the Internet Café on the Indian Valley Campus – they even disburse postage stamps!

BOT Adopts Budget

At their August Meeting, the Board of Trustees approved the 2014/2015 Adoption Budget. The **2014/2015 Adoption Budget** has been uploaded to the Fiscal Services Website for your viewing pleasure.

Fiscal Services Updates

Fiscal Services: Preparing to Roll-Out the Bursar Function (Cashiering Services)

Fiscal Services is in the process of implementing the **Bursar function** which will transfer the cashiering functions from Enrollment Services. Although the facilities will not be ready for a full transition until January 2015, the cashiering function will be open for business in November of this year. In gearing up for the added responsibility, we have hired four internal candidates to staff the Office. We want to WELCOME **Natalie Barzegar** and **Marilou Fragata**, Staff Accountants at the Indian Valley and Kentfield Campuses respectively; and **Keli Gaffney** and **Ellen Shaw**, Accounting Technicians at the Indian Valley and Kentfield Campuses respectively!

The movement of internal candidates will also affect Accounts Payable as **Francisco Aviles** and **Theo Sedie** will be assuming all of the responsibilities associated with accounts payable and will be relieved of responsibilities more appropriately performed by the bursar function.

It's the Most Wonderful Time of the Year—Audit Time!

It's audit time! The annual year-end audit is fast approaching. The District is audited each fiscal year ending June 30th. Our External auditors visit our campuses twice each year; first in June to complete preliminary fieldwork, and then in the fall to finalize their audit procedures. As a public institution, the College of Marin must demonstrate compliance with laws and regulations affecting the receipt of state, federal, and local funds, in addition to meeting program requirements.

Fiscal Services continually reviews its policies and procedures to enhance internal controls and increase stewardship of public funds. Some of the year-end reports we produce include the Annual Financial and Budget Report (CCSF-311) for the Chancellor's Office and Financial Statements which are used by investors, the community and other stakeholders.

All department managers and designated staff should be prepared to promptly address the external auditors' questions and requests for information. The auditors request various reports and then select files and documents for their further review. While our external auditors will be on campus October 6-10 this year, they may request documents and information be available to them as early as September 29th. Auditor requests are usually communicated via email from either the auditors directly or fiscal services staff.

Visit the Fiscal Services Website

A REMINDER – if you haven't already visited it, please take a moment to visit the **Fiscal Services Website**. All of our contact information is on the website. There is a vast array of information and forms provided to help answer any questions you may have, as an example, when timecards are due. If you can't find what you're looking for on the website, please let us know.



Chris Diaz, Jeff Cox, and Alexio Perez in M&O Uniforms photo credit: Mayra Ramirez

Speed Bumps: Coming to a Parking Lot Near You

Pedestrian safety is a growing concern for the District. Maintenance and Operations will be installing speed bumps in parking lots around campus, including parking lots 6, 7, 12, and the entrance/exit to the P.E. Complex.



A New Look for M & O

Beginning August 15, 2014 the Maintenance & Operations team debuted their new uniforms. Staff worked together to pick a color scheme for each area of responsibility. Locker rooms have been set up in the Corporations Yards on both the Kentfield and Indian Valley Campuses for employee use. Although there have been a few bumps in the road, the feedback has been relatively positive.

Custodial Services Staff Receive Certification in Cleaning Sciences.

All custodial staff, including hourly employees, were trained and certified in Cleaning Sciences with a focus on Hillyard products usage, Hazard Communication GHS safety data sheets, and training on how important custodial services are for the cleanliness of an institution. The staff were all enthusiastic about the training.

Dynamic, thoughtful discussion ensued throughout the trainings, and the focus was about professional team cleaning methods and its importance to occupants' health and safety. Future professional development opportunities will be available for all the Maintenance & Operations staff.

Building 21 Gets a New Roof

Andy's Roofing Company Inc., has been selected through a competitive bid process to re-roof Building 21, better known as the Pool/Shower/Locker Rooms on the Indian Valley Campus. Please note that there will be an alternate path of travel in the pool area during construction. Please be alert and follow the directions of construction signage posted in the area. The estimated completion for this project is Oct. 15th.

SecureAll Pilot Going Well; More Locks Installed Soon

The District has installed its first set of SecureAll locks and is currently testing the system in Building 8 on the Indian Valley Campus. Both the software and the locks are working well and we hope to get locks installed in the rest of the Administrative Cluster and Pomo Cluster soon.

District Police Sponsor CERT Training

On July 1st & 2nd, District Police and Ross Valley Fire Department conducted Campus Emergency Response Team (CERT) Training on the Kentfield Campus. 28 members of the campus community participated in this training.

Basic CERT training teaches citizens to organize themselves and how to guide spontaneous volunteers to manage utilities, put out small fires, provide basic medical first aid, search for and rescue victims calmly, safely, and efficiently.

A big Thank You goes to the Ross Valley and Kentfield Fire Departments and our own College of Marin Police Department for their participation in the event.



College of Marin CERT Training Class of 2014 photo credit: Marco Minoia Photography

Out with the Old, In with the New; College of Marin Gets New Emergency Alert System

College of Marin is implementing Blackboard Connect so faculty and students can stay connected to campus and efficiently provide them with direction in the event of an emergency. Using Blackboard Connect, college officials can record and send an unlimited number of personalized voice and text messages in just minutes. Student and faculty contact information will automatically be included in the system. The service also sends email and posts on Facebook, RSS feeds and Twitter channels. Messages can also be sent to TTY/TDD devices for people who are hearing impaired.

More Information will be widely distributed once the system is completely up and running.

COM & a Zero Waste Initiative

College of Marin is in the early stages of becoming a zero waste community. We have begun discussions with Marin Sanitary and other partners to better utilize services to reduce waste and increase recycling. Fresh & Natural, our food service provider, has already started composting their food waste at the Kentfield Campus.

A Zero Waste Certification:

- ~ Supports ZWIA definition of no waste to landfill, incineration and the environment
- ~ Drives the development of new markets and new ideas towards a Zero Waste Economy
- ~ Meets Zero Waste Businesses request for valid and comprehensive third party certification
- ~ Emphasizes strong Total Participation: Training of all employees, ZW relationships with Vendors and customers

Welcome College Services!

I am very happy to begin the fall 2014 semester in my new role as Director of College Services at College of Marin and would like to welcome everyone back! It has been a busy summer and the coming semester will bring some exciting new changes and additions to what the department offers. College Services now includes Reprographics, the Mail Room, graphic and Web design; and will eventually transition to include Shipping and Receiving, Asset Management, and Record Retention.

Online Job Submission is in our Future

We are currently implementing new print management software that includes a digital storefront and online ordering/workflow system for Reprographics, graphic, and Web design projects that we are aiming to roll out in January 2015. Print Shop Pro is created by edu Business Solutions, an award winning San Diego-based software company that develops premium business software for in-house print shops specifically in government facilities, school districts, universities, and colleges. Addressing everything from real time quotes to live inventory tracking, we will be fully automated and web-enabled, offering an online job submission, proofing, order management service accessible from any browser. Currently we are in the process of loading information and will then beta test the system prior to our official rollout in the spring. We will keep you updated on the release date!

No More Hand Labeling Your Mail

We recently purchased new Pitney Bowes mailing equipment which allows us to inkjet addresses on printed mail pieces directly from your mailing lists. We are also able to cleanse and verify addresses through postal service move update software. What this means is no more stamping and labeling your mail pieces! It also means some significant savings in postage as we are able to take advantage of presort discounts and other cost savings by performing the sorting, folding, stuffing, and addressing in Reprographics. If you have upcoming print jobs that will require mailing, please contact us for information and to discuss the wonderful new services we have to offer.

Events And Event Planning

We are in the midst of preparing for several special events this month, including the Grand Opening of the Child Services Center, and wanted to take this opportunity to invite you to inform us of any upcoming events or activities that will require graphics, Web, Reprographics, or mail services so that we can plan and prepare with you for successful promotion of your event. Please feel free to call us to arrange a meeting as soon as you are aware of an event on the horizon. We are here to serve you and look forward to being a part of your special event.

College of Marin Procurement Card Program Update

Thank you for making the first six months of the College of Marin Procurement Card Program (CAL-Card) a success! We are constantly learning how we can make this program work better for both the user (you) and the facilitator (College Operations). Stay tuned for some exciting updates to the program and an updated user agreement.

For those of you that have submitted applications for CAL-Cards, your application has been received and is being processed. We hope to have your card to you soon.

In the interim, College Operations would like to remind you of the importance of completing timely and accurate expense reporting. This is for your protection and the District's.

Chabot College employee charged \$9,000 for personal items on boss's credit card - By Thomas Peele
tpeele@bayareanewsgroup.com

Health & Safety Updates

Seasonal Flu Shot Clinics

The College of Marin Health Center will be offering seasonal flu shots to student, faculty, staff, and the community at both the Kentfield and Indian Valley Campuses. Flu shots are \$10 for students, faculty, and staff; and \$20 for the community. Fees go to help support our Nursing Program.

KTD: 9/19, 9/26, 10/3, and 10/10 9:00 a.m.; and 10/1 4:00 p.m.–6:00 p.m.

IVC: 9/29 10:00 a.m.–12:00 p.m.

Please call 415.485.9458 for an appointment

Hand Washing 101

With flu season upon us, please take a moment to review recommended hand washing techniques. Remember it is the duration and vigor with which you wash your hands with soap that will kill bacteria, not the temperature of the water. As reported in a 2013 study out of Vanderbilt University, "after a review of the literature," Amanda R. Carrico reports, "no evidence that using hot water that a person could stand would have any benefit in killing bacteria. Even water as cold as 40 degrees appeared to reduce bacteria as well as hotter water, if hands were scrubbed, rinsed, and dried properly."

Carrico, A. R., Spoden, M., Wallston, K. A. and Vandenberg, M. P. (2013), The environmental cost of misinformation: why the recommendation to use elevated temperatures for handwashing is problematic. International Journal of Consumer Studies, 37: 433-441. doi: 10.1111/ijcs.12012



Be A Germ-Buster Wash Your Hands courtesy of the Minnesota Department of Health

College Operations Strategic Initiatives

Objective 8. Facilities Plan

Implement and evaluate the COM Facilities Plan 2012, which addresses the physical plant, educational use, and District support of both campuses.

Accomplishments: Satisfactory progress was made for all Objective 8 action steps. In support of Action Step 8.1, Measure C modernization projects were monitored regularly and are being implemented. Further, COM contracted with several consultants to assess and make recommendations concerning facilities condition and usage, as well as custodial services (Action Step 8.2). In addition, utility costs have been calculated and will serve as input to the total cost of ownership analysis (Action Step 8.3). Finally, the COM Facilities Plan 2012 was updated incorporating program review data (Action Step 8.4).

Objective 9. Technology Plan

Implement and annually evaluate the COM 2012-17 Technology Plan to ensure it effectively addresses the District's technology needs.

Accomplishments: All of the technology initiatives identified for 2013-14 were completed. First, 2013-14 technology priorities were identified and slated for implementation (Action Step 9.1). Second, 2014-15 priorities were finalized (Action Step 9.2). Third, requests to fund 2014-15 priorities were made (Action Step 9.3). Fourth, quarterly progress reports verifying implementation of specified initiatives were made (Action Step 9.4). Fifth, the annual information technology report depicting accomplishments was completed (Action Step 9.5). Lastly, the COM 2012-17 Technology Plan was evaluated and recommended changes were drafted (Action Step 9.6).

Objective 11. Fiscal Stability and Economic Development Plan

Develop a Fiscal Stability and Economic Development Plan so that the District can effectively strengthen, monitor, and evaluate its financial health.

Accomplishments: All of the 2013-14 action steps for Objective 11 have been successfully completed.

Objective 12. Financial Planning and Budget

Make financial planning and budgeting more transparent and accessible to all members of the College community.

Accomplishments: To accomplish Action Step 12.1, Fiscal Services surveyed employees about its website and made improvements to it.

Contact Us

Give us a call for more information about our services:

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SAFE Line

(844) 700-SAFE (7233)

Fiscal Fun Fact Answer:

The correct answer is c.) 26,134 checks: 10,015 for payroll; 7,317 for AP; and 8,400 for Financial Aid/Direct Lending; 402 for associated student bodies