

Fiscal & College Operations Newsletter

May 7, 2014

Volume 1, Issue 1



Hello,

I have found in my short tenure at College of Marin that there are always differing opinions on how we communicate as a college. My goal with this newsletter is to keep you better informed about what is happening within the Fiscal & College Operations division. Ultimately, if you read one article in this newsletter that you did not know anything about, then we have accomplished what we wanted to achieve, a well informed college. I hope you enjoy this newsletter and share it with your friends and colleagues alike.

Thanks,

Greg Nelson

VP Finance & College
Operations

New Employees in Operations at COM



Jeff Cox, above, of Greenbrae is joining College of Marin as the new Custodial Services Supervisor after a 20+ year career with UCSF in San Francisco. Jeff will supervise custodial services at both the IVC and KTD campuses.

Alexio Perez, pictured right, was hired in April as a permanent employee after serving in an

interim role for approximately 8 months. Alexio handles shipping and receiving, delivery of packages, and the mail between the IVC and KTD campuses.

Please join me in welcoming both Jeff and Alexio to the Maintenance & Operations Team at College of Marin.



Gilbane District Assessment of Facilities Completed

Gilbane Inc. was hired in November 2013 to complete a full assessment of all facilities within the District. This included the Kentfield and Indian Valley campuses and the Bolinas Lab. During this assessment they tagged mechanical assets for preventative maintenance measures along with analyzing our facilities to calculate the maintenance needs over the next 10 years. The assessment for the Indian Valley Campus was shared at the April 25th Board of Trustees Retreat and the assessment will also be shared with a joint meeting of PRAC and FPC later this month.

Coast Miwok Commemorative Plaque

Shown below is the placement of the plaque honoring the Miwok People and Chief Marin on the Kentfield campus. Maintenance and Operations Groundskeepers Bill Wadsworth and David Fitzgerald placed the plaque based on a previously approved location. They added ground cover landscaping to enhance the placement. The plaque sits at the top of campus with views of Mount Tam in the background, with our beautiful campus and creek in the foreground. I commend David and Bill for their respectful, careful handling of the plaque, and their professional landscaping for the selected location.

Thank you to Tom Burke, Grounds Supervisor, for helping to coordinate retrieval of the plaque, for your



assistance with placement decisions, plaque content, and your energy to ensure all groups collaborated on decisions relating to the this project.

Indian Valley Pool Receives Upgrades

The IVC pool went through some significant modifications over the last 3-4 months. The pump, motor, VFD, controls, and pool cover chargers were completed and installed. A special thank you to Maintenance & Operations employees Chris Diaz, Tracy Thomas, Dodd Stange, Dave Mitchell, Haile Yohannes, John Rodriguez, and Jeff Marcum. All were instrumental in the successful installation of the energy efficiency enhancements to our IVC Pool equipment. As a result of their collaborative work for infrastructure enhancements, the District hopes to save \$80,000/yr. in utility costs.

Electrician Jeff Marcum also helped District vendor, Pool Scene, repair and replace defective pool lighting.

New Parking Machines at IVC & KTD

The College of Marin Police Department will be updating 4 more parking permit machines at the Kentfield and IVC campus. Parking Lot 15 on the Kentfield campus and Parking lots 3, 5 & 6 on the Indian Valley campus will be updated by the end of May to accept credit cards.

As of now, the permit machines in lots 2, 6, 7, 9, and 12 will accept credit cards as payment. The permit machine in Lot 6 will still be able to provide change in the form of \$1 coins for payments made with \$5, \$10, and \$20 bills. At IVC, Lots 1 and 2 will accept credit cards and provide change, just the same as Lot 6 in Kentfield. Lots 3, 5, and 6 still require exact change (coins or \$1 bills) and do not accept credit cards.

As always, if a machine malfunctions, please contact Campus Police Dispatch at (415)485-9696 to report the problem. If you are unable to purchase a parking permit from a machine, you will need to go to another machine.





Spring Semester Upgrades

While many employees were away for Spring Break, the M & O staff were busy using the down time to complete projects. As a result, carpet in the 2nd floor common spaces of Student Services, 1st floor student area, and in Fusselman Hall (FH) 120 were replaced. FH 120 also received new furniture.



Fireplace Removed to Add Space

The fireplace located near Admissions & Records on the 2nd floor of the Student Services building has been removed.

Before being turned off permanently, the fireplace was used as a gathering spot for students for years. Because of its footprint, lack of use, and safety reasons, it was decommissioned and removed over spring break.

A special thank you to all in the building who endured 2 full days of jack hammering to remove this fireplace.



Lot 13 Barrier Arm in Place



Parking Lot 13, commonly referred to as the “free lot,” has a new barrier arm installed at the entrance. No longer will staff or students parked in the lot after 5 pm have to call campus police to let them out. Vehicles can exit after 5 pm by pulling up to the gate and it will open for them, and close upon exit to prevent cars from entering. The gate is solar powered and has pressure sensors as well as beam sensors to protect pedestrians and vehicles from being hit by the arm. The gate will automatically open at 7 am and close at 5 pm. This gate is helping the District protect this area after hours and to keep the campus a safe and secure environment for all in our college community.

Fiscal Services Deadlines

KEY BUDGET AND YEAR-END DATES - 2014:

- May 1: Intranet Budget Development Tool open for updates – *supplemental instructions to follow.*
- May 19: Intranet Budget Development Tool closed
- May 23: Last day to input current year (2013/14) requisitions. *Note all purchases must be received by June 30, 2014 to be charged to your 2013/14 budget. Invoices must also be paid by July 25, 2014.*
- June 11: CAL-Cards closed for 2013/14 purchases
- June 12th–30th: CAL-Cards unavailable
- June 25: All check requests for FY 13/14 expenditures due to AP
- June 26: June timecards due to Payroll. **Include scheduled work hours thru 6/30/14.**
- June 26: Ensure all hours worked during FY 13/14 have been approved and submitted to Payroll for processing.
- July 1: CAL-Cards available for FY 14/15 purchases
- July 15: All approved FY 13/14 travel claims for reimbursement due to AP
- July 25: All invoices for FY 13/14 purchases due to AP. *Please note if AP does not receive the invoices for payment by July 25, 2014, they will be charged to your 2014/15 budget.*
- July 29: July timecards due to Payroll. **Include corrections for 6/26-6/30 hours scheduled but not worked.**



Please feel free to contact fiscal services if you need additional access to the intranet budget development tool or have any questions:

Michelle Greitzer, x-8161 – Unrestricted Fund
 Leslie Barker, x-8157 – Restricted Funds, Child Development Fund
 Peggy Isozaki, x-8160

Modernization Updates

Summer Construction: The summer will bring more construction into the center of the Kentfield campus. Three buildings, Fusselman Hall, the Student Center, and the Learning Resource Center will receive accessibility improvements. The work will include new entrance ramps, fully accessible restrooms, signage, and other minor improvements. With the completion of these projects, the Kentfield campus will be essentially barrier-free upon the conclusion of the bond.

Plans are also underway to remove some old portables along the creek including TB-1 and MS-2. In addition, the Health Services portable will be relocated across the creek adjacent to the Student Services building. The Police and Sherriff's offices will be moving to the Portable Village. This work is expected to be completed late summer.

Construction Update: May 2014: The new Academic Center construction is proceeding very well. A top-ping-out celebration was held on March 7th to mark the milestone of the highest point of the steel structure. With the super-structure now complete, focus will turn to filling the inside. Activities we will see in the coming weeks will include concrete placement, metal framing of the interior walls and mechanical, electrical and plumbing infrastructure. The project has experienced some minor delays due to rain however is still on schedule to open in the fall of 2015. Faculty groups are being re-convened to review classroom designs one more time to review lessons learned from other projects.

Planning: Planning is underway for the last phase of the signage program at the Kentfield campus. A diverse group of stakeholders from performing arts, student services, graphic design, campus police, and facilities among others have participated in design sessions to plan for the campus maps and "finger post" signs that will enhance way finding on campus. Installation will be completed summer 2015.

Planning is also underway on the Indian Valley campus. The completion of the facilities assessment has provided a wealth of information which will allow for decision making based upon realistic data regarding the condition of the buildings.

Campus Lighting Upgrades

The District is currently working with PG&E to upgrade all outdoor lighting on both campuses. The District currently has an "amber" colored light that creates low visibility in many areas. The District is moving to a LED "white" light that provides great coverage and illumination for both pathway and parking lot lights. This project will be completed in the late summer and will have very little to no impact on staff and students.





Are you or do you know of new faculty or staff members? What about your students? ALERTU is a tool the District uses to notify the campus community, via text message, of alerts within the District that are important to everyone of us. While this program is voluntary, please consider joining the program so that everyone can be better informed.

New (Used) Vans for the District

The District has acquired 3 used 2013 E-350 vans for District to use. These vans can be used for District sponsored field trips, athletics, staff, etc. If you want to drive a van you need to have your license reviewed through the Campus Police "pull program," to ensure that you have a valid license for District insurance purposes. Faculty and staff can transport students using these vans for field trips etc. If you are interested in reserving a van please contact Lindsay Bacigalupi in PE ext. 7580 for assistance. Athletics will receive priority in using the vans during athletic seasons for team sports.



New PC Rollout from IT Department

The IT Department has been working on deploying the new faculty/staff computers across both campuses. These new machines are an enterprise standard and come with a new slick design.

IT is deploying the new units on Fridays to help with logistics and minimize impact to staff on campus. Due to various technical challenges, the previous deployment plan has been delayed and a revised plan for rollout is being developed. A new tentative deployment schedule for the whole District will be released in the next week.



Interesting Find

During the renovation of Building 9, the staff discovered the original architectural renderings of the IVC campus from the early 1970's in a closet. They were in such good condition, we framed the 7 drawings and have them showcased in the main hallway of Building 8; stop by and see them when you have a chance!

