Well, another academic year has passed us by and while many of you are looking forward to the break, several departments are gearing up for summer activities. From Fiscal Services to Maintenance & Operations and Modernization, there are a lot of projects going on. Please take the time to review each project (see pages 4-7 of this newsletter) and take into consideration the impact these projects will have on your campus experience. New camps maps have been created showing the summer work. In addition to this newsletter, the new maps and projects descriptions have been placed in all campus mailboxes. Temporary banners will also be made of the maps at the pedestrian entrances to both campuses. Please take time to review the maps with your students as they may find that their normal path of travel to a particular building will be impaired for construction related work over the summer.

**Tesla Project**

As many of you have heard, COM has signed a major partnership for 10 years with Tesla for a battery storage project. These will be installed at both IVC and KTD and the project is estimated to be worth 5.3 million dollars. There is a saving of $100 - $150K per year in utilities savings based on this initiative and you can read more about it in the Marin LJ. I want to take a moment and thank Paul Wilson and Heidi Rank in the M&O Department for handling the logistics on this project. COM will be a showcase for others in the SF Bay Area and northern California for others to visit to see how this new technology can make them more sustainable and reduce their carbon footprint.

**Students Approve New Transportation Fee**

As part of College of Marin’s annual student-government elections, an item on this year’s ballot establishes the foundation for a new partnership with Marin Transit to improve transit service to the College’s campuses and provide a pass for local transit services. With 72 percent approval, College of Marin students voted in favor of a semester-based transportation fee for all students enrolled in one or more units of credit or noncredit instruction.

The new fee will provide bus passes for College of Marin students to ride local buses operated by Marin Transit without paying an additional fare. The passes, issued on a per (Continued on page 14)
Recent IT Projects

The IT Department has been working to automate our core processes and improve users’ services. The following lists are of our projects:

- Preparing for the opening of the new Academic Center
- Board of Governor’s (BOG) Fee Waiver
- Budget Forecasting Tool
- Digital signage
- Telecommunication
- MyCOM Portal upgrade
- Identity management
- Email system upgrade
- Office 365 web application
- RemoteApp Services
- Centralized printing

Citrix Mobile Platform

Couple months ago, the IT department launched the Citrix XenApp remote desktop solution. The platform offers remote connectivity from most end-user devices back into the College’s network, where mobile users could gain access to their files, run basic applications, or work from a virtually provisioned desktop. To use the application from your remote location, please connect to https://apps.marin.edu using your browser.

MyCOM Portal Upgrade

The District has applied and obtained a grant from the CampusEAI Consortium, which currently consists of over 1800 active higher education member institutions in the United States, Canada, Australia, United Kingdom and India such as Louisiana State University, Florida State University, Miami Dade College, etc… Continued on page 9
College Services Offers Quick Class Flyer Design

The College Services department is happy to present our new process for faculty requiring class flyers to promote enrollment in their courses! We have created a set of templates applicable for different requirements in order to expedite the graphic design process.

Please submit your requests per the following procedure in order to properly brand and comply with legal and college policies and we will be happy to create your flyer!

Class Flyer Templates and Guidelines

1. CONTENT

Class information

Information for classes should be prepared in a Word or text file and submitted via email along with the Request for Services form (see #3 below). The file should include:

Flyer Headline, Name of class, Course abbreviation and number
Class times, location, and campus Instructor, number of units, and transfer credit info. Prerequisites (if any)

(Optional) Description of class. Should be no longer than 75 words.

2. IMAGES

Image Quality

Instructors may submit suggestions for photos. Image resolution should be 300 pixels per inch (PPI). This can be checked by a simple photo editing app (Preview app on the Macintosh and Photos app on Windows 8). Acceptable image formats are JPEG, TIFF, GIF, PSD, and PNG. Instructors may also request that the designer find a photo. Please note that COM students appearing Continued on page 13

New Staff in M & O

The M&O Department is fortunate to garner 3 new employees in recent weeks. Please welcome:

Manny Garcia, Interim Assistant Director of Facilities, Planning, Maintenance & Operations.

Manny is a familiar face on campus as he was the superintendent for RE West, the contractor performing the Kentfield ADA work last summer. His construction knowledge and organizational skills are a good fit for the M&O team.

Simon Yohannes and Margarita Keener are new, full time Custodians working at the Kentfield campus.

New Hourly Carpenter

Chris Planinshek, Hourly District Carpenter. Please say Hi if you see Chris installing a whiteboard, securing shelving or other carpentry tasks in the afternoons and early evenings. Chris’ talent and energy is a welcome supplement to the M&O team.
Modernization Update

This summer we will be experiencing an unusually high number of construction and improvement projects ranging in size. The following descriptions tell you what to expect and the attached maps illustrate where you can expect it. ADA accessible routes of travel will be kept open at times.

Indian Valley Campus

- Complete ADA accessibility project: Buildings 3, 4, 5, 6, and 7 (except Trans Tech) will be getting a new elevator, new accessible restrooms, signage and various other ADA items this summer. There will be no teaching in the building. It will be accessible for those that need it but there will be construction impacts such as restrooms out of service, noise, and utility interruptions. This project may stretch into the fall due to the time it takes to install elevator and enclosure, but the building will reopen for teaching.

Building 6 Biotech Lab: Wet lab 214 will be receiving some upgrades to make it ideal for biotech classes, an area of projected growth for the College. The fume hoods and HVAC system are the highest priority items and other amenities will be added if budget allows, such as flat screen TVs for teaching. Continued on page 6
Kentfield Campus

- **Academic Center:** Construction will be complete by the end of May and move-in to the offices will take place the first week of June. Construction fencing will be removed and Circle Drive will be reopened for parking! Classrooms will be ready for teaching by fall.

- **Demolition of Austin Center:** In the coming weeks we will be conducting premove out activities such as documentation of existing furnishings for surplus approval. Meetings will be held with user groups for packing instructions and boxes will be distributed. After finals we will begin aggressive clean out of furnishings in all unoccupied areas. As much as possible will be donated or recycled. While there will still be access to offices up until the move date, we caution that the building will be a zone of intense activity. Following the move, Monday June 8th, the building will be off-limits and the contractor will begin HAZMAT abatement followed by demolition. The more efficient we can be with this process, the more demolition can be completed over the summer break and the fewer construction impacts we will have when the fall semester begins. We are still refining the construction access plan, however, parking lots 6, 7, and 9 are likely to have partial closures throughout the summer. Luckily the reopening of Circle Drive will mitigate this impact.

Continued on page 7
Transplanting Treasured Trees at Kentfield

It is with great pleasure to announce that the upcoming demolition of the Austin Center does not mean the demise of beautiful, specimen trees in and around the building. Areas of mature trees of various varieties will be protected and several small Japanese Maples will be transplanted to other areas on campus. The trees in the interior lobby planter will also be salvaged.

IVC Modernization Continued
(continued from page 4)

- **IVC pool area:** Improvements to the exterior of the pool building including ramps and ADA parking/path of travel has been recently approved for funding and is in design. We plan on performing the work in conjunction with the Pomo ADA project, but due to the timing, it may extend into the fall timeframe. We will work closely with the pool staff to keep access open.

- **IVC retaining walls:** The retaining walls around the perimeter road at IVC took a big hit during our last storm and have become hazards in areas. Working with the budget recently approved by the Board, we will prioritize the areas of greatest risk of further failure and restore the retaining walls and grades to safe conditions. This project will begin over the summer and may stretch into fall but we will keep roads open.

- **Battery Storage Project Installation:** Adjacent to Ignacio Blvd.
Kentfield Modernization Continued
(continued from page 5)

- **Learning Resources Center Seismic improvements:** Next month you will begin to see preparations for this project, however the contractor will not fully mobilize until after finals. Lot 5 will close during most of the summer as we complete this interesting project which will involve some very large drill rigs and cranes. We will be working with the library faculty and staff on the impacts that will occur in the LRC which may include significant disruption. Access to the building will be kept open at all times.

- **HVAC controls systems, etc.**
- **SAS move**

- **Fusselman Hall:** Fusselman will be closed for teaching this summer as it receives new windows, window coverings in room 120, and paint on the exterior. Faculty will have access to the building, however, we caution that construction impacts will be a reality as we complete the windows on a tight timeline to be ready for teaching in the fall.

- **Student Services:** 2nd floor retrofit. Battery Storage Project installation in area between Student Services and creek. Remodeling of club rooms on first floor and possible renovation of Conference Rooms A & B.

- **Diamond P.E. Center:** The pool facility will receive a new deck and shade structure.

- **Village Square:** This complex will remain completely open. We will be installing a new fire alarm system, dedicated ADA restroom, and making the ramps permanent. Additional signage will be installed as well.

- **Bookstore:** Renovation. Temporary closure June 1–June 19.

- **Keyless entry systems:** Installation of new keyless door entry hardware will take place this summer. This system has already been successfully piloted at IVC. Phase 1 of the installation includes installation of wiring for the routers that control the system and will begin later next month. We will coordinate this work around classroom schedules but you may see some minor activity such as workers with ladders in the following buildings: PA, FA, SS, LRC, and FH. Faculty and staff will receive training and their new entry fobs prior to the start of fall semester.

- **Sheriff's trailer:** The relocation of the sheriff’s trailer will take place this summer. The new location will be slightly towards the creek and rotated 90 degrees to be parallel to the creek. **Parking Lot 2 resurfacing:** The final dates are yet to be determined but next fall you can look forward to a newly resurfaced parking lot. We hope to secure funding and update the ramp and stairs to that lot later in the fall.

- **Child Study Center:** A sun shade structure and other minor items will be installed at the facility this summer while the children are gone.

- **Improvements to the high voltage loop:** You will probably not even notice this project but we are taking steps to safeguard against possible future power outages by upgrading portions of our high voltage loop that were not covered in other bond projects. We anticipate this work can be completed without major power-shut downs, but will keep you posted. Work will be complete before the fall semester begins.

- **Way-finding signage:** We will be completing the last phase of our campus wide signage this summer, the long awaited new campus maps and “finger-post” signs. These signs will greatly assist visitors and new students in navigating our campus landscape.
SecureAll Electronic Locks Are in the Academic Center

When the occupants of the Academic Center move into their new building they will find the doors equipped with SecureAll keyless locks. This system will require a Universal Key (U-Key) to enter offices and classrooms. All Permanent Employees and Full-Time Faculty occupying the building will be issued U-Keys during a mandatory training session. Information on these training sessions will be provided during move meetings scheduled by the Modernization Department.

Part-time Faculty Offices will be equipped with keypad entry.

Classrooms will be programmed into the software and will automatically open prior to the scheduled start time of class.

Fusselman Hall Window Replacement Project

Admit it! Your favorite entry on the Kentfield campus is the wood trellis at the backside of Fusselman Hall. NOT!!!!

Well your dreams have come true, as it will be only a memory after this summer when the Fusselman Hall window replacement project will remove it as part of the work. Fusselman Hall will be closed while almost all of the windows will be removed and replaced with more durable aluminum frames and glass that will closely resemble the look and function of the original windows. Some minor repairs will be made in the photography labs as well.

The end of the school year is always a busy time for the Custodial staff with an influx of event set-ups added to the work load. This year is especially challenging with the move to the new Academic Center and the emptying of the Austin Center. In addition, the effort to balance out excess vacation hours prior to July 1st leaves somewhat of a skeleton custodial crew. We thank-you in advance for patience and understanding during the next few weeks as we continue to do our best to meet the increased needs of the entire District.
Zero Waste Program

Supporting the District’s effort to implement a Zero Waste program, the Maintenance and Operations staff are using the opportunity of the upcoming demolition of the Austin Center and adjacent buildings to find ways to reuse and recycle materials. John Rodriguez, District carpenter, utilized the wood from the recently torn down MS-2 building to make some much needed drain covers for the football field, while Paul Wilson, District electrician, rounded up some older circuit breakers that were traded in for credit at an electrical supply store. Paul also gathered some metal scraps that put almost $500 into the District’s coffers.

MyCOM Upgrade Cont.
Continued from page 2

We will be implementing their LookingGlass portal in replacement of the Banner Luminis platform. The new portal (MyCOM) will be delivered as a hosted service (software-as-a-service) with built-in upgrade capability. It offers mobile device compatibility and improved targeted communication.

Q: Does the portal (LookingGlass) have a mobile app?

A: Although LookingGlass has a corresponding app, College of Marin opted out because of cost considerations. However, the web version is designed on a responsive framework, and adapted to all screen sizes including phones and tablets.
Identity Management

Recently, we began username changes with the goal to reduce the multiple identities that each one of our users hold. Changing our employees’ account to FirstInitialLastName was just the first step of the project. This summer, we are planning to: change the students’ account to FirstInitialLastName4RandomDigits moving forward; synchronize employees’ BannerID with network login; push that single identity onto other potential applications with the Single-Sing-On capability.

Q: What is the benefit for me, an employee?

A: as an employee, you will have only one major account. Your MyCOM login will be the same as your computer login. Password change in one system will be reflected in the other. In addition, you will have only one email at @marin.edu.

Q: What is the benefit for me, a student?

A: As a student, there will be no change to how your login works; however, the change will permit the deployment of new services. If your username conflict with another in the system, it may be changed.
Globally Harmonized System of Classification and Labeling

The M&O Department with coordination and cooperation of many District departments, most notably lab techs in Science, Auto and Fine Arts is being trained in recent changes to the way hazardous materials and chemicals should be handled, stored and labeled. Worldwide, it was realized that there was no consistency between countries on labeling dangerous products and everyone would benefit from the same pictograms appearing on labels and warnings/instructions being located in the same place on Material Data Safety Sheets (formerly MSDS, now referred to as simply SDS). These sheets that contain information about chemical content, dangers, safety precautions and emergency treatment are located in binders near any hazardous chemicals located on campus, including but not limited to gasoline at Auto Tech and the Corporation Yard, chemicals used in science labs and our swimming pools.

While our campus team is figuring out the details of the new requirements for labeling that go into effect Summer 2016, you may notice some upgrading of SDS binders, mapping of chemical storage areas as well as new labeling on containers either by the manufacturer, if it’s new or by the District if it’s existing. Stay tuned.

Signatory Authority: Do You Have It?

Answer is probably not. The District has a pre-defined set of guidelines in regards to signature authority within the District most of which is reserved for members of the executive team, fiscal services and a few select others due to the nature of their work. Signing something for the District that you do not have authority to sign can bind you to that contract, goods or services personally. So check to make sure you can sign for that before you proceed. Check the signature authority board resolution at the following http://www.marin.edu/collegeops/

Purchasing guidelines are also adopted by the Board of Trustees as not only guidelines but also parameters in which we work every day for purchasing goods and services. You can find both of these items at the following link http://www.marin.edu/fiscal/purchasing.html.
The Auditors are Back!

Members of the auditing firm of Crowe Horwath, the District’s auditors, have scheduled their preliminary fieldwork the week of June 15, 2015. They have started requesting information and you may be receiving CIRT (Auditor portal) requests—please be respectful of their due dates to avoid additional audit fees. They will also be back in October to finalize their audit work—we’ll let you know the timeframe after it’s scheduled.

Key Budget and Year-End Dates for 2015

• May 4: Intranet Budget Builder tool open for updates
• May 15: Intranet Budget Builder tool closed at end of day
• May 22: Last day to input current year (2014/15) requisitions.
  Note all purchases must be received by June 30, 2015 to be charged to your 2014/15 budget. Invoices must also be paid by July 24, 2015.
• June 25: All check requests for FY14/15 expenditures due to AP
• June 26: June timecards due to Payroll. Include scheduled work hours thru 6/30/15.
• June 26: Ensure all hours worked during FY14/15 have been approved and submitted to Payroll for processing.
• July 1: P-Cards available for FY15/16 purchases
• July 15: All approved FY14/15 travel claims for reimbursement due to AP
• July 24: All invoices for FY14/15 purchases due to AP. Please note if AP does not receive the invoices for payment by July 24, 2015, they will be charged to your 2015/16 budget.
• July 27: July timecards due to Payroll. Include corrections for 6/26-6/30 hours scheduled but not worked.

Health Screening Gift Cards

Thank you to everyone who participated in the Health Screening that took place in March! Over 80 employees and their family members participated in the event. Please remember to spend your gift card, the promotional amounts expire at the end of June 2015.
Continued from page 3

in photos must sign a photo release form allowing the College to use the photos for official public actions. Minors under the age of 18 must have release signed by parent or legal guardian. Please do not use or take photos of students unless you obtain from them a signed photo release form. The forms can be downloaded at marin.edu/forms

Image Copyright

If the instructor is suggesting a photo, copyright on images should be checked before submitting design request. Most images found randomly on the Internet cannot be used for flyers promoting classes. The College cannot be held accountable for copyright infringement. A good source of public domain and limited copyright images is Wikimedia Commons at commons.wikimedia.org. Image usage rights are listed there for each image and must be checked on a per-image basis. Attribution is required on some Wikimedia images.

3. PROCESS

Design requests for class flyers must be made by submitting the Request for Services form to Annie Ricciuti, director of college services, along with the flyer’s content emailed in a Word or text file as described above. The form is available in Reprographics (LC 72) or can be downloaded at marin.edu/forms

Please call me with any questions or concerns! We look forward

The Bookstore is Getting a Facelift!

In partnership with our new bookstore vendor, Follett Higher Education Group, the Bookstore is getting a much needed facelift! To complete this undertaking the Bookstore on the Kentfield Campus will be closed the beginning June 1, 2015, it will reopen in time for the summer semester. Every attempt has been made to schedule this project during a time period that will cause the least amount of disruption to our students, faculty and staff. Thank you for patience during this time.

NEW CLASS!
2-D ART FUNDAMENTALS
Summer 2015
Summer/Fall class schedule available online.
REGISTER NOW!
www.marin.edu/schedule/

ART 112, 2-D Art Fundamentals
June 14-July 23
Mon, Tue, Wed, Thu, Fri 10-12, 1-2:30 pm
Building 12, Room 122
Instructor: Chris Weisst
4.5 Units
Transfer Credit: CSU/UC

Sample Class Flyer Templates
District Police Offer CERT Training June 10-11

Following a major disaster, first responders who provide fire and medical services will not be able to meet the demand for these services. Factors such as number of victims, communication failures, and road blockages will prevent people from accessing emergency services they have come to expect at a moment’s notice through 911. People will have to rely on each other for help in order to meet their immediate lifesaving and life sustaining needs.

CERT – Campus Emergency Response Team – is about readiness. Training staff that are not normally part of the emergency system. This is people helping people, rescuer safety, and doing the greatest good for the greatest number. CERT is a positive and realistic approach to emergency and disaster situations where citizens will be initially on their own and their actions can make a difference. Through Basic CERT training, citizens can organize themselves and use spontaneous volunteers to manage utilities, put out small fires, provide basic medical first aid, search for and rescue victims calmly, safely, and efficiently.

In a disaster, many citizens will try to help others. This training will provide more effective methods and improve safety for all, especially the CERT trained staff. This is a 16 hour course which will cover, CERT Organization, Medical Operations, Fire Safety, Search and Rescue and Disaster Simulation.

We are fortunate to have Ross Valley Fire Department facilitate the training. We need a minimum of 20 participates enrolled to avoid cancellation. The CERT Class will be held on June 10-11 8am-5pm on the Kentfield Campus, Room# TBD.

Please register before May 11 by calling Mitch Lemay @ 7467 or 726-9603.
Oven-Baked Fish and Chips
Servings: 4; Cooking Time: 60 minutes

Directions
Preheat the oven to 425 degrees. Place fish in shallow baking dish, season lightly with salt and pepper and cover with buttermilk, turning to coat. Let soak while preparing the potatoes.

Cut the potatoes lengthwise into thick wedges (approximately 4 for smaller potatoes and 6 or 8 for larger ones). Add to a large pot and cover with cold water by 2 inches, along with the vinegar and a little salt. Bring to a boil over high heat then reduce to a simmer, and cook until just tender, about 10-15 minutes. Drain into colander and, when they look dry, toss with 2 tablespoons of olive oil, a pinch of salt, and black pepper. Place on a baking sheet and roast in the oven for about 30 minutes, or until crispy and browned.

Meanwhile, while the potatoes simmer, make the seasoned breadcrumb mixture by combining the panko, cornmeal, chili powder, paprika, thyme, ½ teaspoon salt, and a few grinds of black pepper. Put the breadcrumb mixture on a dinner plate for dredging. After putting the potatoes in the oven, remove the fish fillets from the buttermilk one-by-one, allowing some buttermilk to drip off, and coat both sides with the breadcrumb mixture. Place on a second baking sheet. Repeat until all fillets are coated. Drizzle the remaining 1 tablespoon olive oil over the fillets, and place in the oven once the potatoes have been roasting for about 15 minutes.

Start checking the fish for doneness after 15 minutes. It will feel firm to the touch, and if you peek inside the flesh will be opaque all the way through. Remove the fish and potatoes from the oven and serve warm with lemon wedges, malt vinegar, and a large green salad.

Contact Us
Give us a call for more information about our services:

College Operations
(415) 883-2211 ext. 8100
gnelson@marin.edu

College Services
(415) 485-9393
aricciuti@marin.edu

Information Technology
(415) 883-2211 ext. 8180
pekouetotou@marin.edu

Fiscal Services
(415) 883-2211 ext. 8160
misozaki@marin.edu

Modernization
(415) 485-9518
imccarty@marin.edu

Maintenance and Operations
(415) 485.9450
hrank@marin.edu

Police—Business
(415) 485-9455
mlemay@marin.edu

SAFE Line
(844) 700-SAFE (7233)

Fiscal Fun Fact Answer:
Answer: C. 155 separate funds – most of which have additional layers of organizations and restrictions that require specific tracking of revenues and expenditures.