

**EMERGENCY/POLICE ASSISTANCE - In Case of Emergency dial: 911**

- For life/property threatening emergencies call 911.
- To request urgent police assistance, dial 415-485-9696 or ext. 7696. The dispatcher will collect any needed information and dispatch an officer to your location. If there are personal emergencies at home, staff members may be reached after 7:00PM by calling the Campus Police at 415-485-9696. The caller must be able to identify the room where the staff member is located.
- For routine or non-urgent police services, call the Campus Police at 415-485-9455 or ext. 8154.
- To receive text notifications about campus closures or emergencies on your cell phone, opt in to COM Connect by going to [collegeofmarin.bbcportal.com](http://collegeofmarin.bbcportal.com). Contact Campus Police or visit [police.marin.edu](http://police.marin.edu) for more information.
- Evacuation/ Staging Areas: Always use common sense, but in most situations go to a large area at least 100 feet from buildings, power lines and other hazards. At IVC, the following are appropriate sites in an emergency:
  - The main green in the center of campus
  - Outside the new Main Building (not the roadside)
  - The lawn by the pool
  - The ballfields
- Please review the Emergency Guidelines Handbook for staging areas. The handbook can be found posted in all classrooms and on the Campus Police website.

**ABSENCE REPORTS**— All employees should advise their supervisor and are required to submit absence reports for any absence from work in accordance with appropriate bargaining agreements or upon return to work. Faculty Absence Report form is available via our website: [HumanResources/FacultyToolbox/Faculty Absence Report http://forms.marin.edu/sites/forms/files/Ab\\_Rprt\\_Faculty.pdf](http://forms.marin.edu/sites/forms/files/Ab_Rprt_Faculty.pdf); alternatively, there may be printed copies available in our IVC mail room or you can stop by Human Resources in Bldg. 11 with any questions.

**ACADEMIC SUPPORT**- Department administrative assistants provide academic support. Evening Faculty may contact the department administrative assistant by phone during regular daytime work hours or e-mail to request assistance.

**ACCIDENT/INJURY REPORTING**- Employee accidents or injuries must be reported to the Human Resources office at ext. 7340. Student accidents or injuries must be reported to the Student Health Center at ext. 7458 in accordance with the Health Services section on page 3. Student Accident/Injury forms are available online at <http://ss.marin.edu/health-services>. All accidents/injuries must be reported as soon as feasible after the occurrence.

**ASSESSMENT& TESTING (Building 27, Rm 125 by appointment only)** - For assessment testing information, please call ext. 7469 or email [assessment.testing@marin.edu](mailto:assessment.testing@marin.edu). Visit the [Placement Testing website](#) for more information.

**BOOKSTORE**- College of Marin's source for New, Used, Rental, Digital & OER Course Materials used in courses taught at the Kentfield & Indian Valley Campuses. Course Materials Adoptions are due from Instructors in mid-October for Spring and mid-March for Summer and Fall. Adopt Required & Recommended Materials through MyCOM > Canvas > Follett Discover. For more information regarding bookstore services, please visit [CollegeofMarinshop.com](http://CollegeofMarinshop.com) or call the Kentfield Bookstore at 415.485.9394.

**CALWORKS** - CalWORKs works in partnership with the County of Marin Department of Health & Human Services to support students who are receiving CalWORKs (cash aid)/TANF, by providing the educational and support services that will encourage their success and entry or re-entry into the workforce. Services can include counseling, priority registration, transportation support and more. For more information, contact CalWORKs at the Kentfield Campus (Student Services 202) at ext. 7605 or email [eops@marin.edu](mailto:eops@marin.edu).

**CHILD DEVELOPMENT PROGRAM** – Corinna Calica, Director of the Child Development Program (ext. 7132) and Kahea Jackson, Administrative Asst. III. (ext. 7468) are located in Kentfield, Child Study Center Room 101. The Child Development Center is a California State Preschool Program that provides part and full day preschool on the Kentfield Campus. Please see the Child Development Program website for more information: [Child Development Program](http://Child Development Program).

**COMMUNITY EDUCATION** - Community Education offers a variety of classes on the Indian Valley Campus including Emeritus College classes for older adults. For information, visit [www.marincommunityed.com](http://www.marincommunityed.com), contact the Community Education Office at extension 7305 or email [info@marincommunityed.com](mailto:info@marincommunityed.com).

**CONFERENCE ROOM and CLASSROOM RESERVATIONS** - To see availability and to request conference rooms at both campuses please use Facilitron ([www.facilitron.com/com94904](http://www.facilitron.com/com94904)). If you have any questions regarding conference room request or reservation please contact Terry Brown at extension 7550 or by email at [tebrown@marin.edu](mailto:tebrown@marin.edu).

**CLASSROOMS AND COMPUTER LABS** – To see availability and to request classrooms and computer labs please contact James Kuromiya at extension 7510 or at [jkuromiya@marin.edu](mailto:jkuromiya@marin.edu). For all other requests and assistance with Facilitron, please contact Lindsay at [lbacigalupi@marin.edu](mailto:lbacigalupi@marin.edu) or at extension 8124.

**COPY MACHINES** – A copy machine for staff and faculty is located in the Mailroom (Bldg. 9, Room 127). Please help us conserve paper and energy by using these copiers for small copy jobs only. For anything larger than 25 copies, please send to Reprographics for printing in person, interoffice mail or through our convenient online ordering system: [marin.webdeskprint.com](http://marin.webdeskprint.com). Most orders processed in 1-2 days and rush jobs are available upon request! Thank you for helping reduce waste at COM. For assistance, please call Reprographics at x7447.

**COUNSELING (Bldg. 27, Rooms 105 & 106, First Floor East Hall)** - Counseling appointments, including both day and selected evenings, may be made by calling the Kentfield Campus Counseling Office at (415) 485-9432. For Psychological Services, call 415-485-9649 (by appointment only). Students can also make academic counseling appointments through their MyCOM portal.

**DISABLED STUDENT ACCOMMODATIONS** – Please see Student Accessibility Services Section on page 6.

**DUPLICATING Ext. 7447** - For anything larger than 25 copies, please send to Reprographics for printing in person, interoffice mail or through our convenient online ordering system: [marin.webdeskprint.com](http://marin.webdeskprint.com). Most orders processed in 1-2 days and rush jobs are available upon request! Thank you for helping reduce waste at COM. For assistance, please call Reprographics at x7447.

**EMERITUS STUDENTS COLLEGE OF MARIN (ESCOM)** - ESCOM is the student organization of COM's mature adults and offers a place known as Emeritus North for committees and clubs to meet at IVC in Building 10. For information, go to [www.escom.marin.edu](http://www.escom.marin.edu) or call extension 8322.

**ENROLLMENT SERVICES OFFICE (ADMISSIONS AND FINANCIAL AID)** – Building 27, First Floor East Hall, ext. 8822  
Regular hours are posted. There are expanded hours during registration and the first two weeks of the semester.  
Please call ext. 8822 for more information.

**EOPS** - EOPS provides over and above services to educationally and economically disadvantaged students to help them reach their educational goals. Services include counseling, book grants, priority registration and more. For more information, contact EOPS at the Kentfield Campus (Student Services 202) at ext. 7605 or email [eops@marin.edu](mailto:eops@marin.edu).

**English as a Second Language** For information about ESL classes, contact the ESL office at the Kentfield Campus at ext. 7642 or visit the website: <http://esl.marin.edu>

**FOOD SERVICES** - There are drink, snack and food vending machines and a microwave located in Bldg. 27, Room 121, First Floor West Hall.

**FORMS** – Employee-only forms are available on the Employees tab within the MyCOM Portal. Once you log-in to MyCOM Portal, select the Employees tab. Under Miscellaneous of the Employee Resources channel, click Employee-Only Forms. Faculty Absence Report form is available via our website: Human Resources/Faculty Toolbox/Faculty Absence Report: [http://forms.marin.edu/sites/forms/files/Ab\\_Rprt\\_Faculty.pdf](http://forms.marin.edu/sites/forms/files/Ab_Rprt_Faculty.pdf).

**GOVERNANCE** - The College Participatory Governance System (PGS) provides opportunities for faculty, staff and students to participate in college governance through the various Senates (Academic, Classified and Student) and participatory governance committees. Check the Participatory Governance Web Page, which can be found under the “Faculty and Staff” tab on the College Homepage for further information Participatory Governance Page.

**HEATING, VENTILATION & AIR CONDITIONING** – Both campuses have Energy Management System that controls the heat/AC for each individual building or floor. Hours of operation are based on class schedules and staff usage, with limited user adjustability at local thermostats. If you think your office hours are not included, please log a School Dude and inform them of your office or room number and weekly hours. By pushing the building by-pass button, it is possible for individuals to turn on the HVAC system during late nights, weekends and holidays. These centrally located buttons will activate the HVAC for one hour.

**HEALTH SERVICES** For emergencies, refer to the Emergencies/ Police Services section on the front page of this memo. All current registered students have limited coverage by the Student & Athletic Accident Insurance Plan for on-campus and college related accidents.

For student accident or injury, staff & faculty are required to complete an Accident/Injury Report and send it to the Health Center on the Kentfield Campus within three (3) days of any student accident. Failure to do so may jeopardize the student’s coverage under this insurance. Student Accident/Injury forms are available online at <http://ss.marin.edu/health-services>. The Student & Athletic Accident Insurance Plan is not inclusive. It is secondary to the student’s personal/primary insurance and is limited to 80% coverage. Please refer all students to the Health Center regarding any questions on this plan. The KTD Health Center is also available for student assistance at ext. 7458.

**INSTRUCTIONAL AUDIO/VIDEO EQUIPMENT SETUP** Ext.7606 – All audio/video equipment requests are scheduled through IT ServiceDesk online. Requests for instructional media equipment and/or assistance should be made at least three (3) days in advance by calling ext. 7606 or by submitting a ticket. IT ServiceDesk <https://servicedesk.marin.edu/helpdesk/User/Login>

**KEYS** - Credit Instructors – Contact your department administrative assistant for key requests. Noncredit and Community Education Instructors at IVC may call x7311. Note: Part-time Instructors are required to return keys to their department administrative assistant when the key is no longer needed. All returned keys must be returned to the Maintenance Department with a Key Request form.

**LIBRARY SERVICES** – Kentfield Campus: x7656 Indian Valley Campus: x8505

**Library Cards:** Library cards may be obtained at the Loan Desk. Students, faculty, and staff must show valid photo identification to obtain a College of Marin Library Card. A library card allows current members of our learning community to check-out materials from both the Kentfield and Indian Valley Campus libraries.

Information Literacy Instruction for Your Students: Information literacy is one of our college's general education student learning outcomes. The goal is for our students to be able to formulate strategies to locate, evaluate and apply information from a variety of sources - print and/or electronic. Librarians provide information literacy instruction in a variety of ways. The library faculty offer the following modes of instruction that are available to all students, faculty, and staff:

- Reference interview, in person or by telephone
- Individual or small group research consultations/appointments
- Class instruction in library or campus classrooms
- Asynchronous modes of instruction via email ([asklibrarian@marin.edu](mailto:asklibrarian@marin.edu)) and online research guides <http://libguides.marin.edu> .

For more information on the library services, please visit our website at [library.marin.edu](http://library.marin.edu). Library website: <https://library.marin.edu>

- Library FAQs: <https://libguides.marin.edu/FAQs>
- Getting a library card and checking out books: <https://libguides.marin.edu/gettinglibrarycards>
- Course Reserves: <https://libguides.marin.edu/COVID-19/Library/coursereserves>
- Online databases: <https://libguides.marin.edu/az>
- Research Help: <https://forms.marin.edu/form/ask-librarian>
- Research Guides by subject/course: <https://libguides.marin.edu/?b=s>
- Request Information Literacy Instruction: <https://forms.marin.edu/form/request-information-literacy-instruction>

**Contact Us:**

- IVC Loan Desk: (415) 883-2211 ext. 8505
- IVC Librarian: (415) 457-8811 ext. 8415
- Kentfield Loan Desk: (415) 485-9656
- Kentfield Reference: (415) 485-9475
- Borrowing materials: [LibraryCirc@marin.edu](mailto:LibraryCirc@marin.edu)
- Research help: [AskALibrarian@marin.edu](mailto:AskALibrarian@marin.edu)

**MAIL/MAILROOM** (Bldg. 9, Room 127) - The college courier picks up out-going mail and deliveries incoming mail to IVC daily.

**MAINTENANCE & OPERATIONS Ext. 7451** – Please remember to use the online work order system, School Dude app to log any maintenance requests, including problems with electronic door locks (SecureALL). New employee key requests must still be accompanied by the key fob request form signed by the appropriate department head or manager (link to form is available at M&O website). In an emergency, Campus Police can assist with letting you into a locked room; please call Dispatch at (415) 485-9696 or ext. 7696 from a District phone. If you do not have access to School Dude, please report the issue with as much detail as possible to your Department Administrative Assistant who can make the request. Please do not email Maintenance & Operations staff with requests as they are often "in the field" and your email may not be seen in a timely manner. The School Dude queue is checked several times daily and requests routed, so it should be used for all Maintenance and Facilities requests. If you have questions about School Dude, please contact Maridel Barr, Administrative Assistant for Maintenance & Operations, via email at mbarr@marin.edu or ext. 7451.

**MARIN COUNTY OFFICE OF EDUCATION** - Marin County Office of Education (MCOE) leases classroom and office space in the Pomo Cluster, Building 5 for a Developmentally Delayed Student Program.

**MILEAGE REIMBURSEMENT RATE** - The current mileage reimbursement rate is 0.625 cents per (effective 7/1/22).

**MODERNIZATION PROJECTS** - For questions related to bond projects on the IVC campus, please call Isidro Farias, Director of Capital Projects, at x7518.

**OFFICE ASSIGNMENTS** - The Vice Presidents of Administrative Services and Student Learning and Success are responsible for assigning office space.

**OPENING OF BUILDINGS** - The majority of both campuses are operated by a centrally controlled system. The Custodial staff is also responsible for locking buildings in the evenings after class. If not on the SecureAll lock system, faculty should request a Key from their department administrative assistant. To request assistance with opening a room, as much advance notice as possible should be given. If on the centrally controlled SecureAll system, buildings will lock and unlock automatically during scheduled business hours for access to public spaces. For individual rooms and non-public spaces, employees SecureAll key FOB will grant access to these spaces. If you are having issues with your FOB, please have your Administrative Assistant submit a SchoolDude Work order for repair/replacement. Note: When an employee no longer needs a specific key, it must be returned to the department administrative assistant who will return the key to the maintenance department.

**ORGANIC FARM** (Ext. 8147, B28 Rm 302). The organic farm offers weekly produce boxes and a weekly farm stand, June through October. Produce boxes are also available for pickup at KTD. Additionally, free produce is available to students who sign up here. Plant sales occur every April and September. The farm composts organic materials on site and can receive organic materials from throughout the campus for composting, with prior communication. Contact organicfarm@marin.edu for more information.

**OUTREACH SCHOOL RELATIONS** - For campus tours call ext.7860.

## **PARKING**

**Faculty and Staff Permits:** Parking permits are now virtual and are associated with your vehicle license plate. Permits can be ordered from the Parking Permits link in your employee MyCOM Portal, or by going to <https://marin.thepermitstore.com/> and logging in with your MyCOM credentials. Virtual staff parking permits expire October 1st, every even year. For more information or assistance, please contact Campus Police or visit [police.marin.edu/virtual-parking-permits](http://police.marin.edu/virtual-parking-permits).

**Student Permits:** (\$46 per semester and \$29 Summer), Daily Permits (\$4): Daily parking permits are available from the ticket machines located in parking lots 1, 2, 3, 5, & 6, or can be purchased online as a virtual permit at [marin.thepermitstore.com](http://marin.thepermitstore.com). All machines take \$1 bills and credit cards, and the machines in lots 1 & 2 also accept \$5, \$10, \$20 and provide change. Students on Financial Aid can purchase semester parking permits at half price.

**Recreational Permits:** Permits sold at Indian Valley Campus have been discontinued since May 2019. If there are inquiries or requests to purchase or renew recreational parking permits, please direct users to free parking in Parking Lot #5. Purchasing a daily permit for \$4.00 is also an option for these individuals.

**Important Parking Information:** Vehicles are not allowed across bridges or to park next to buildings without a special permit issued by the police department or disabled placard/plate. Parking is limited near buildings to disabled spaces and for loading purposes only. Once you have unloaded your vehicle move the vehicle to a parking lot. Vehicles must park in marked spaces, those not parked in a marked parking space are subject to citation. Areas near the buildings must be kept clear for fire, medical, police emergency response and maintenance vehicles. The “loading zone” and area behind the Child Care Marin Head Start and Power Plant be kept clear for access by maintenance or emergency response. If special circumstances require you to drive across a bridge to park closer, you must make advance arrangements with the Campus Police by calling ext. 8154 or 7455.

**PAYCHECK** Ext. 8163 or 8164 - Your check may be directly deposited at your bank or mailed to your home. Preference forms are available from Fiscal Services on campus in Bldg. 8, Room 136.

**RECYCLE:** Help reduce our footprint by using the recycle bins located around the campus and in offices.

**STUDENT ACCESSIBILITY SERVICES** (Bldg. 17, Student Services) – Students seeking disability related accommodations should contact Student Accessibility Services at 415-485-9601 or [sas@marin.edu](mailto:sas@marin.edu). Student Accessibility Services is located in Building 27, Student Services and is available by appointment only. For faculty, we encourage them to include the SAS syllabus statement posted in the Faculty Handbook section on Syllabus, SLOs, Assessment.

**STUDENT ACTIVITIES and ADVOCACY** - The Student Activities and Advocacy office is located at the Kentfield Campus, Student Services Building Room, 254 and contact 415-485-9376 for more information.

**STUDENT RESOURCES:** Study areas and internet access, including access to COM library databases and printers, are available in the Library (Bldg. 27). Housing information for students is online at <http://housing.marin.edu/>.

**STUDENT GOVERNMENT /STUDENTCLUBS/ COM** Cupboard Food Pantry - (Bldg. 27, Room 120, First Floor West Hall) Ext. 7376. For more information, visit <https://ss.marin.edu/comcupboard> .

**SUPERINTENDENT/PRESIDENT** - If you wish to get an appointment, please call 415.457.8811 ext. 7502.

**SUPPLIES** - Supplies are ordered through the department administrative assistant. Please allow time for supplies to be delivered to you through the interoffice mail, as most department administrative assistants are located at the Kentfield Campus. All office supplies should be ordered from Office Depot or Staples.

**PROFESSIONAL LEARNING and FLEX**- Flex Days are dedicated for professional learning in lieu of teaching each semester and these days are identified in the approved academic calendar. All credit faculty have a Flex professional learning requirement based on teaching load. Information about Flex program requirements and professional learning workshops is posted on the Professional Learning Page, which can be found under the "Faculty and Staff" tab on the College homepage. Faculty and staff can go to ProLearning to register for Flex sessions and activities, access online trainings, and view a transcript of these activities. To access ProLearning, log into MyCOM and then choose ProLearning from your list of applications on the left side of your screen.

**TUTORING and LEARNING CENTER** The Tutoring and Learning Center offers tutoring for the majority of courses offered at College of Marin. Our tutoring services are provided free of charge for all registered COM students. Applications for tutoring must be completed each semester. The students can go to the Tutoring Center Canvas page and submit an online Tutoring Request Application, or they can stop by the [Tutoring and Learning Center](#) in AC 249 (KTD) to complete an application in person. After they complete their tutoring request application, they are welcome to attend any tutoring session that fit their schedule. All the current tutoring schedules are posted on the Tutoring Center Canvas page: <https://marin.instructure.com/courses/13716/pages/tutoring-and-learning-center>. For any questions, please call 415-485-9620 or email [Opensabene@marin.edu](mailto:Opensabene@marin.edu).

**UNDOCUMENTED STUDENT SERVICES** - Undocumented Student Services strives to provide undocumented students with the guidance, services and resources needed to be successful at College of Marin. Services can include AB540 and financial aid assistance, referrals to free immigration legal services and more. For more information, contact the office at the Kentfield Campus (Student Services 231) at ext. 7616 or email [undocu@marin.edu](mailto:undocu@marin.edu)

**WILDLIFE** - We share this beautiful campus with many types of wildlife. It is very important not to touch or feed wildlife of any kind. Please share this information with your students. If you need assistance related to an encounter with wildlife on campus or in a classroom, contact the campus police at x7696.