

The CCMemo

County College of Morris Employee Newsletter



FILL YOUR GARDEN WITH PLANTS FROM CCM

The Landscape and Horticultural Technology (LHT) Program at CCM will be holding its annual spring plant sale – Your Best Garden Ever! – for three days starting in early May.

The sale, which is open to the public, starts on Saturday, May 4, and runs from 11 a.m. to 2 p.m. as part of the college's Titan Weekend celebration marking CCM's 50th Anniversary. The sale continues on Monday, May 6, and Tuesday, May 7, from 11 a.m. to 5 p.m. The sale takes place in the LHT greenhouses, located near Parking Lot 1.

This year's offerings include annuals, perennials, herbs, hanging baskets and vegetables. Proceeds benefit LHT student activities. For more information, contact the LHT Program at 973-328-5363.

To learn more about the LHT degree and certificate programs, visit <http://tinyurl.com/y82afr4y/>.



VOLUNTEER FOR TITAN WEEKEND

Take part in CCM's fun-filled Titan Weekend either as a participant or volunteer. Volunteers are needed for Titus' Birthday on Saturday, May 4, for an hour or more from 11 a.m. – 2 p.m., and the Titan Trot 5K on Sunday, May 5, starting at 7 a.m. To volunteer for Titus' Birthday, email cmcardle@ccm.edu. To assist with the 5K, email kminiter@ccm.edu. More information on Titan Weekend can be found at www.ccm.edu/titan-weekend/.



PURCHASING DEADLINES FOR FISCAL YEAR 2018/2019

If you are planning to purchase any capital equipment or promotional printed items, please e-mail the Purchasing Department immediately. Purchasing needs to determine if in the aggregate any legal thresholds have been exceeded which would require public advertisement. Capital Items that are available under a State Contract or a consortium, eliminate the need for public advertisement; therefore, a June 30th delivery may still be achievable.

- Miscellaneous Purchases (excludes repair & maintenance) - 5/10/19
- Blanket Order Change Request - 5/24/19
- WB Mason Office Supplies - 5/31/19
- Blanket Order Releases - 5/31/19
- Check Enclosed Orders - 6/7/19
- Chartwells (Food Service) - 6/7/19

Please make sure there are sufficient funds to support your blanket order increases. Blanket Order Change Requests with insufficient funds will be returned. When processing Blanket Order Releases, please monitor your remaining balance to ensure that your release is not flagged as an "Unauthorized Purchase". All releases must be processed no later than 5/31/19.

Note: All requisitions received by the deadline date will be prioritized and processed accordingly. If your requisition is received after the deadline, it may not be processed because Purchasing cannot guarantee a June 30th delivery.



SPRING CAMPUS SAFETY FORUM

The Public Safety Department will host a campus safety forum on Thursday, May 2, at 12:30 p.m. (college hour) in the Dragonetti Auditorium.

This program will teach employees how to react and what to expect from first responders during an active threat situation. The forum is offered to all faculty and staff. If you attended the New Jersey Office of Homeland Security and Preparedness seminar in October, this forum is an opportunity to reinforce knowledge, and if you missed the seminar this forum is a critically important chance to learn strategies to protect yourself and others in the event of an active threat.

The forum will feature Sheriff James Gannon as the keynote speaker and will include members of the Morris County Prosecutor's Office, Randolph Police, CCM Public Safety and FBI Behavioral Analyst Unit.

Attendance at the forum is strongly encouraged for all employees. It is important that the entire campus community is prepared in the event of an active threat, and broad participation in this forum will position the college to take the next step toward preparing for a campus-wide active threat drill.

CCM EVENTS

Coffee & Conversation with President Iacono
Wednesday, May 1, 11 a.m., DH110
[View the C&C schedule](#)

Titan Weekend
Friday-Sunday, May 3-5
[More information](#)

College Council Meeting
Tuesday, May 14, 10 a.m., SCC Davidson A & B

Board of Trustees Meeting
Tuesday, May 21, 6:30 p.m.,
Board Room, Henderson Hall

HR CORNER

RETIREMENT CONSULTATIONS WITH NEW JERSEY STATE APPROVED VENDORS

Save for retirement – Receive free, no pressure, retirement counseling sessions. Make your appointment today. You do not need to be a member to meet with the representatives.

VOYA representatives John Murray and Mel Martinez will be on campus from 9 a.m. to 2 p.m. for individual appointments on May 16, June 11, and July 9. To make an appointment email johnmurray@voyafa.com or melchor.martinez@voyafa.com or call 609-234-3369 for John or 908-887-3377 for Mel.

TIAA representative Tatiana Novozhilova will be on campus from 9 a.m. to 4 p.m. on May 14 and June 18 in Henderson Hall, Room 107. Call 800-732-8353 or visit www.TIAA.org/schedulenow to make an appointment.

Prudential representative Alicia Smith is available for individual appointments. Call 732-428-2314 or email alicia.smith@prudential.com to make an appointment to discuss ABP or DCRP investments.



WOMEN'S CENTER NEWSLETTER

This quarter's Women's Center Newsletter includes information on the Empowerment! Workshop Series being offered May 2 to June 6.

[View the newsletter](#)



DISCOUNTED SOFTWARE AVAILABLE

Through a partnership with Microsoft and Adobe, CCM has secured deep discounts on select software. Office 365, Professional Plus 2019, MS for Mac, Visio, Project, Windows 8 & 10 and Adobe Creative Cloud are available for purchase, at substantially low costs, at <https://ccm.onthehub.com>.

[Instructions for purchasing Windows and Adobe Suite](#)
[Instructions for purchasing MS Office](#)



COMMENCEMENT VOLUNTEERS NEEDED

Volunteers are still needed to assist the bookstore with distributing caps and gowns to the candidates from May 16 through May 22, during the following times:

- Thursday, May 16:
9-11 a.m., 11 a.m.-1 p.m., 1-3 p.m., 3-6 p.m.
- Monday, May 20:
9-11 a.m., 11 a.m.-1 p.m., 1-3 p.m., 3-6 p.m.
- Tuesday, May 21:
9-11 a.m., 11 a.m.-1 p.m., 1-3 p.m., 3-4 p.m.
- Wednesday, May 22:
9-11 a.m., 11 a.m.-1 p.m., 1-3 p.m., 3-4 p.m.

If interested, please contact glabrana@ccm.edu.



LIBRARY OFFERS INFORMATION FOR YOUR FOREIGN TRAVEL PLANS

Search for details about climate, languages, currency and more on the CCM library's CountryWatch database. Plan your trip with detailed maps. You can even find information about proper etiquette when traveling to a foreign country.
[Learn more](#)



CCM WIRELESS UPDATE

CCM-Wireless has gone Live! This upgrade was necessary to add security components to CCM's WiFi network. Instructions can be found on CCM's Self Help Portal <https://www.ccm.edu/ccm-self-service-portal/>. Make sure to connect your personal devices to the new Wireless Network, as we will be removing the old CCMWireless (No Hyphen). If you have any issues with the instructions, please contact the Solution Center at 973-328-5600. We have provided Instructions for the most popular devices.



DIRECT DEPOSIT SCAM WARNING

The IRS is warning about an uptick in phishing emails involving payroll direct deposits. The Payroll and HR departments receive these bogus emails every week. Here's how they work. The emails generally impersonate a real employee. The email will ask that the employees direct deposit account be changed and provides a new bank account number which, of course, leads to a bogus account operated by the scammer. We have become familiar with these and delete the suspicious emails immediately. When in doubt, we assume it's a scam.

In order to avoid any potential problems, we have updated our policy for changes to direct deposit accounts. All changes require a new "authorization agreement for automatic deposits" and should be made in person with the payroll department. If an employee is unable to initiate the change in person and chooses to use standard mail or interoffice mail, a member of the payroll department will contact the employee via phone to verify the change request. Changes will not be made without verification.



CHARTWELLS SURVEY

Chartwells at CCM is looking for feedback about summer dining hours, variety and dining frequency. You can help by completing the following survey:
<https://www.surveymonkey.com/r/D7SVCHT>



AXA-Equitable representative Mark Sheridan is available for individual appointments. Call 908-230-2042 or email marc.sheridan@axa.com.

MetLife/Brighthouse - representative David Sharpe will be on campus from 10 a.m. to 2 p.m. on May 2 and June 4 in Henderson Hall room 107. Call 973-575-3254 or email dsharpe@financialguide.com.

MassMutual (formerly Hartford) representative Kenneth Quarnaccio is available for individual appointments. Call 848-248-4313 or email kquarnaccio@gittermanwealth.com.

VALIC representative MaryAnn Bradford is available for individual appointments. Call 908-470-4114 or email Maryann.bradford@valic.com.

NOTICES FOR CCMEMO

Email material to both Amy Sciuto at asciuto@ccm.edu and Kathleen Brunet Eagan at kbeagan@ccm.edu. Submissions must be received by 3 p.m. Wednesday.

Looking for past issues of the CCMemo? [Find them here.](#)

SOCIAL MEDIA



Please help us market all the good things happening at CCM by sharing college events (performing arts, Open Houses, etc.) through your social media accounts.

Here's what to talk about this week:

The Landscape and Horticultural Technology (LHT) Program at CCM will be holding its annual spring plant sale – Your Best Garden Ever! – for three days starting in early May.

The sale, which is open to the public, starts on Saturday, May 4, and runs from 11 a.m. to 2 p.m. as part of the college's Titan Weekend celebration marking CCM's 50th Anniversary. The sale continues on Monday, May 6, and Tuesday, May 7, from 11 a.m. to 5 p.m. The sale takes place in the LHT greenhouses, located near Parking Lot 1.

TITAN SCHEDULES

Baseball:

4/27 vs Sussex, Noon*

4/28 vs Cecil College, Noon*

5/1 @ Monroe College, 3:30 p.m.

5/3 vs ASA, 3:30 p.m.

Softball:

4/27 vs Monroe College, 1 p.m.*

Golf:

5/1 @ Union CC, High Bridge Hills,
9 a.m.

**double header*