



June 9, 2023  
Volume 2023/704

### CCM EVENTS

#### Planetarium Shows



[Public Safety Visitor's Registration Link](#)

### STUDENT SERVICES

The Library  
[In-Person and Remote Service](#)

Online Tutoring Center  
For more information, click [here](#).

### 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 speak with the representatives.

Corebridge Financial (formerly AIG/VALIC) representative MaryAnn Bradford is available for individual appointments. [Click here to schedule a virtual meeting or phone appointment](#)

Empower (formerly MassMutual/Hartford) representative Kenneth Quarnaccio is available for individual appointments, contact him at 848-248-4313 or by email at [kquarnaccio@gittermanwealth.com](mailto:kquarnaccio@gittermanwealth.com).

Empower (formerly Prudential) representative Raymond Allocco is available for individual appointments for the ABP or the DCRP plans, contact him at 973-908-9619 or by email at [Raymond.allocco@empower.com](mailto:Raymond.allocco@empower.com).

Equitable representative Marc Sheridan is available for individual appointments, contact him at 908-230-2042 or by email at [Marc.Sheridan@equitable.com](mailto:Marc.Sheridan@equitable.com).

MetLife/Brighthouse representative David Sharpe is available for individual appointments, contact him at 973-575-3254 or by email at [dsharpe@financialguide.com](mailto:dsharpe@financialguide.com).

TIAA representative Christian Hawkinson is available for virtual appointments: select this link to log-in and schedule an appointment: [www.tiaa.org/schedulenow](http://www.tiaa.org/schedulenow). Or call the Individual Advisory Center at: 855-728-8422.

Voya Financial Services representative John Murray is available for individual appointments, contact him at 609-234-3369 or by email [johnmurray@voyafa.com](mailto:johnmurray@voyafa.com).



### Connecting with the Community

As the community's college, CCM holds a special commitment to celebrating diverse populations and cultural groups. As part of that commitment, the college will be serving as a sponsor and taking part in a number of community festivals over the next several weeks. Come out and join the fun either as a volunteer or as a visitor.

- Connecting Dover Cultural Connections Festival, Saturday, June 10, 11 a.m. – 3 p.m., Bassett Highway, Dover
- Juneteenth Festival of Morris County, Saturday, June 17, noon – 5 p.m., Pioneer Plaza and Morristown Green, Morristown
- Morris County Pride Festival, Saturday, June 24, 11 a.m. – 4 p.m., on the CCM campus

For more information on any of these events, email Kathleen Brunet at [kbrunet@ccm.edu](mailto:kbrunet@ccm.edu).

### Campus Construction Updates

**Academic Complex Elevators and Third Floor Walkway:** The underpinning work is complete, and the elevator shaft footings are formed. The footings for the shaft and concrete were poured and the foundation wall work will begin in the next coming week.

Interior work has started on the first and second floors including demolition of the slab in preparation for the extended footings and base plates for the columns. Hammer and core drilling on the first and second floors will begin next week. We have discovered some hidden conduits under, and within, the first-floor slabs that were not visible in the penetrating radar scans. When this happens, we might temporarily lose power or HVAC control in certain areas unexpectedly. As you would normally, please reach out to Plant & Maintenance at ext. 5500 if you find you have a partial loss of power, or the HVAC system is not acting as you would normally expect. We have been able to restore systems relatively quickly, but the sooner Plant knows the sooner they can get things restored. The concrete slab removal where they have identified conduits

### Behind the Scenes at Commencement



Pulling together a commencement ceremony to celebrate the college's newest graduates is no small task. The Media Center has put together a time-lapse video that offers some insight into the behind-the-scenes work that takes place. You can watch it here: <https://youtu.be/R9GJPZXH0M8>.

### Payroll Stipend Paperwork Deadline

All employee stipend payment/work authorization paperwork for services performed prior to July 1 must be received by HR for approval by July 5 to be processed by the Payroll team in July. These payments will be charged to the FY 2022-23 budget. Any stipends that are not received by that date will be charged to the new FY 2023-24 budget. Please



through slab scans will continue for the next week. The noisy work has reduced but will still be intermittent over the next few weeks.

In approximately one week, they plan on pouring the second-floor ramps adjacent to the elevator shafts, so expect some detours around that area of the second floor.

Public Safety and Plant are continuing to work daily on updating caution and detour signage as the work shifts within the buildings. If you have any concerns, please call Business & Finance at ext. 5012 and they will direct the questions or concerns to the correct department/person.

To keep informed of the construction progress throughout the summer, please check the CCMemo for regular updates. In early July, the college expects to have a more precise schedule for the crane operation. We again thank the campus community for their assistance with preparing for the summer construction schedule. As communicated over the last few years, the completed project will provide much-needed accessibility (ADA) access to the third floors of Cohen, Sheffield, and DeMare halls with larger elevator cabs and a connection between the buildings' third floors. The third-floor connections will improve circulation and provide additional options for emergency egress. The old elevators and equipment rooms will be converted to fully ADA-compliant gender-neutral (all gender) single-stall restrooms and additional building storage. This project is funded through the college's Chapter 12 appropriation and was approved by Morris County.

**Existing sewer lift station (Randolph Township) at the Plant Maintenance Building:** The work provides a new sewer lift station, generator, landscaping, and a new set of lines to and from Route 10. The lift station serves CCM and a few buildings to the west along Route 10. CCM is the main beneficiary of the construction. The project will be completed in phases. Phase I will include constructing the new sewer lift station with an anticipated completion in August. Phase II will include the installation of the new generator which has a longer lead time and anticipated completion of spring 2024. This project is funded through the Township of Randolph.

**MTC stair replacement:** The set of stairs closest to the paved walkway from Henderson Hall to the MTC amphitheater have been replaced. The project includes full stair replacement and the landing which includes the top slab of concrete. The railings will be installed this week with anticipated completion today.

**Sheffield Hall lower-level entrance (side which faces the MTC Building):** Portions of the lower-level entrance walkway of Sheffield Hall, which were in poor condition, have been replaced (16 squares). The repairs are complete, and the entrance is now open for use.

## Free Mental Health Resource for Students

Recently, the State of New Jersey allotted funding to colleges that will allow current students to receive free teletherapy. The Counseling & Wellness Center



is pleased to announce that CCM has partnered with Uwill, a leading platform that delivers online mental health

contact the Payroll team at [Payroll@ccm.edu](mailto:Payroll@ccm.edu) for any issues concerning this deadline.



**PLEASE NOTE:** Due to air quality concerns, today's celebration of cake and ice cream will be served in Davidson A at noon.

## The Creative Leadership Club Distributes Wreaths to New Habitat Homeowners

The Creative Leadership Club (CLC) had a wonderful time last week donating spring-themed wreaths, created by CLC members, at a Habitat for Humanity Dedication Ceremony held for The Crossings, a new 13 house/condo community in Randolph.

CLC has been making wreaths for new habitat homeowners for 10 years, offering them three different seasonal decorations to provide a supply during all four seasons. The wreaths are made during the employee's lunch hour and all materials are supplied from money raised from the annual holiday market. There were 12 members who participated in making the spring wreaths.



CLC members who attended the ceremony were (far left) Kelly Meola and Mary Ellen Poh and (far right) Concetta Cantelmo and Edie Nelson with two future homeowners (center). Also attending the ceremony were State Senator Anthony M. Bucco, several veterans and other state and municipal officials.

## Bleeding Control Training Coming to CCM!



The CCM Safety Committee has designed a six-point safety training series for interested employees. The first in the series, Bleeding Control (B-Con) is scheduled for June 20 in LHT 109. The program includes classroom-based instruction and practical training stations, structured as an introduction to bleeding

## NOTICES FOR CCMEMO

Email material to Kathleen Brunet at [kbrunet@ccm.edu](mailto:kbrunet@ccm.edu).

Submissions must be received by 3 p.m. Wednesday.

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

support. Uwill offers current CCM students free immediate access to teletherapy through its easy-to-use online platform, as well as 24/7 direct crisis support. Additionally, if students are not ready to speak to someone but want to work on their well-being, wellness programming is also available at no cost.

To schedule teletherapy, students can choose a therapist based on their preferences including availability, specific concerns, gender, language and ethnicity. Students can also choose a time that fits their schedule with day, night and weekend availability. If students want to learn how to de-stress or additional ways to increase their wellness, they have a choice of over 50 videos based on their preferences.

Uwill is Private. Secure. Confidential.

Access is quick and easy. Students can create a profile and book their first session in just minutes by going to <https://app.uwill.com/>.

For any questions, contact the Counseling & Wellness Center at [counseling@ccm.edu](mailto:counseling@ccm.edu) or ext. 5140.

If a student is experiencing a mental health crisis, help is available 24/7/365 at 833-646-1526. For a medical emergency, call 911.

Please let your students know about this free and valuable resource.

## Building Trades Coming to Campus



**BUILDING TRADES RECRUITING EVENT**

Wednesday **JUNE 14** 9 a.m. - 2 p.m.

COUNTY COLLEGE OF MORRIS  
214 Center Grove Road, Randolph, NJ  
Student Community Center - Parking Lot #6

Representatives from  
North Jersey Building Trades

For more information, email Joanne Hugues at [jhugues@ccm.edu](mailto:jhugues@ccm.edu).

## Purchasing Deadlines

Purchasing is no longer accepting orders for the current fiscal year (01 Accounts). It is now concentrating on creating blanket orders and service agreements for FY 2023-24. The FY 2023-25 budgets are open so if you have not started creating your orders, please do so. As a reminder, you must enter 7/1/23 requisition date to access next fiscal year's budget.

With regard to Pomptonian cafeterias being closed for the summer, they are still available for catering services. Please email Donna Devany at [pomptonian@ccm.edu](mailto:pomptonian@ccm.edu) for your catering needs (Donna is now handling the college's account). Purchasing will require an approved requisition (status code of "Outstanding") six business days prior to the event which will allow ample time to create the purchase order and place the order with Pomptonian. Donna will not accept a catering order without a PO.

Note:

1. Please do not use Pomptonian for pizza during the summer months. Purchasing is

control skills that are necessary to treat a casualty in an austere environment. Also included are lessons with concepts provided in The Hartford Consensus: Emergency Response to Trauma, where students are given an overview of active attacker incidents and the life-saving importance of initial emergency care.

Learn how to help your CCM Community, friends and



family! Attend B-Con on June 20. Use the links below to register. Note: Enter "N/A" for EMT #

**AM Session – 8:00AM – 12:00PM (30 seats)**

<https://bit.ly/3IS56L0>

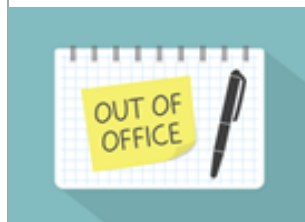
**PM Session – 12:30PM – 4:30PM (30 seats)**

<https://bit.ly/43G9CEy>

## CCM Dining Update

Pomptonian venues will be closed for the summer. This includes the LRC Cafe, Cohen Cafe, and Buon Cibo (SCC Cafe). A reopening date closer to the Fall Semester will be announced. Pomptonian is still available to fulfill your catering needs. To discuss catering, email [ddevany@pomptonian.com](mailto:ddevany@pomptonian.com).

## Out-of-Office Messages During Vacations and Long Periods Away from the Office



While CCM staff often take vacations during the summer months, not everyone within the college, and those outside the college, will be aware of when you may be away. Given that, it is

important to remember to change the voicemail message on your office phone and to set up an automatic reply in your Outlook account. Knowing you will be away helps someone trying to contact you to decide to reach out to an alternate person or at least understand why their message may not be returned promptly.

For those who work directly with students and the outside community, you may want to note in your message who the caller should contact in your absence and the date you will return.

Instructions on how to change your voicemail message can be found [here](#); scroll down to about the middle of the page to "Accessing Voice Mail Messages, Changing Password, Greetings, etc."

Information on how to set up an automatic reply in Outlook can be found [here](#).

## What's at the Library

Stop by the library to read the latest issue of your favorite magazine. The library keeps current print issues of the following titles:

The Atlantic, Cook's Illustrated, Consumer Report, The Economist, Forbes, Haper's Bazaar, Mother Earth News, National Geographic, New Jersey Monthly, The New Yorker, New York Review of Books, Psychology Today, Rolling Stone, Scientific American, Smithsonian, Sports Illustrated, Time, Vanity Fair, Vogue, Wired and more.

Please note magazines are for in-library use only.



recommending Mondo Pizza since they are the most economical and they deliver.

(Small Cheese Pizza is \$11.49, Large Cheese Pizza is \$15.49)

2. During the summer, Purchasing has other “approved” vendors which can serve as another option.

If you have any questions, please contact Purchasing.

## Posttraumatic Stress Disorder: Steps Toward Healing

How someone reacts to trauma depends on a number of things. These include the person’s age, personality and any exposure to trauma in the past. Any person, of any age, can develop Posttraumatic Stress Disorder (PTSD) after a traumatizing event.

The following actions can help you recover from Posttraumatic Stress Disorder (PTSD):

- Get professional help right away. The longer a person with PTSD goes without treatment, the harder it can be to heal. The best place to start is to see a psychiatrist or other mental health provider. They can confirm the diagnosis and evaluate your need for medicine.
- Be patient with yourself. Realize this will be a hard time in your life. Allow yourself to mourn the losses you’ve experienced.
- Talk about it. People who have gone through tragedy need to work through their pain. Often this means telling the same story over and over for days, weeks or even months. But depending on the event that triggered your PTSD, it may be best to talk with a therapist about issues related to the event itself.
- Spend time with others. Attend a place of worship, book club, exercise class or other gatherings as often as you can.
- Eat a healthy diet, exercise and try to get enough sleep. When you’re stressed, you’re more open to illness. Eating a well-balanced diet and getting enough sleep can help you stay well. Regular exercise can relieve depression and stress.
- Try relaxation methods. These can include full-body relaxation or breathing exercises, meditation, stretching, yoga, listening to quiet music and spending time in nature settings.
- Join a support group. Being in a group with other people who have PTSD may help reduce isolation. It can also help rebuild your trust in others.
- Stay away from negative coping actions. These include using drugs and alcohol, workaholicism, violent behavior and angry intimidation of others. These may seem to help by giving quick relief. But they worsen the illness and make recovery more difficult.
- Get involved. Volunteer to help at a charitable organization of your choice. Helping others can give you a sense of purpose.

If you’d like to learn more about PTSD, lean on your Employee Assistance Program (EAP), New Directions. The EAP offers free, confidential services like counseling, legal and financial resources, local referrals, life coaching, online toolkits and more. To see what your EAP has to offer, click [here](#) and enter company code **ccm**.

## Employee Wellness Series

The college’s Employee Assistance Provider (EAP), New Directions, is hosting several wellness sessions related to employee wellness, mental health and well-being here on campus. This is a great opportunity to meet reps from New Directions and learn more about what EAP has to offer.

Light refreshments will be served at the in-person sessions. RSVP for planning purposes. Email [Rita Ragany-Bayer](mailto:Rita.Ragany-Bayer).

### **Prioritizing Self**

“You cannot pour from an empty cup.” Many of us spend most of our time giving to family, friends and employers, making it easy to forget to take care of ourselves. In this session, learn about the importance of prioritizing and taking care of yourself so you can show up for those in your life.

Thursday, June 15, 11 a.m. to Noon; LRC Room 106

### **Having a Healthy Relationship with Your Smartphone**

It’s no secret that we are surrounded by technology—and temptations to immerse ourselves in constant screen time are real. In this session, explore the role of smartphones in everyday life and discover strategies to have a healthy relationship with your smartphone and technology.

Tuesday, June 20, 11 to 11:30 a.m.

This session will be held virtually. Here is the link: <http://ndbh.adobeconnect.com/rwqyv1fyuhfu/>

**Testing and troubleshooting:** If you have never attended an Adobe Connect meeting before, please test your connection ahead of the event. Please be aware, Adobe Connect is no longer compatible with Flash Player and will not work with Internet Explorer.

[Click here to test Adobe Connect's compatibility with your system](#)

If the webinar is not loading, try the following:

- Make sure your web browser is up to date.
- Click the link and attempt to join again, selecting “Continue in Browser.” This option will be displayed in the web browser you used to access the link after you entered your name and clicked “Enter”
- If you have a VPN and are able to disconnect it, try doing so

If these options do not put you into the webinar, please let us know and we will provide you with a recording of the session if one is available. If you can also send us a screen shot of what you experienced and as much information as you recall about what you tried, it will help us to improve future experiences.

Test your connection:

[http://ndbh.adobeconnect.com/common/help/en/support/meeting\\_test.htm](http://ndbh.adobeconnect.com/common/help/en/support/meeting_test.htm)

### **Finding Focus**

Focus can be an elusive thing. Multitasking, procrastination and distractions make it difficult for us to send all our attention in one direction. The good news is that focus is a skill which can be developed. In this session, you will learn some tricks to overcome common focus barriers.

Thursday, June 29, 11 a.m. to noon; LRC Room 106

## CCM All Access

CCM All Access has three new episodes.

The first features Aslihan Cakmak, Dean of the School of Business, Mathematics, Engineering & Technologies. You can watch it here: <https://youtu.be/Xzi4kzGm2O8>.

The second is with Landscape & Horticultural Technology Chair Brian Oleksak, who talks about the LHT program from one of the greenhouses. You can watch that here: <https://youtu.be/ydlaniQ1c-I>.

The third one features Media Center Associate Director Joe Schilp. You can watch that here: <https://youtu.be/yqw1EXr4XsY>.

## How to Defend Against Social Security Scammers

In the June Issue of "The Social Security Star," you can read about how to Defend Against Scammers who Target Your Social Security Benefits; Ways to Protect your Personal Information; the SS Commitment to LGBTQ+ Community, SS Supports Teachers and more.

You can read it [here](#). A Spanish version also is available [here](#).

## Securing Your Financial Accounts

Your financial accounts are a primary target for cyber-criminals. You have money, and they will do anything to steal it. By financial accounts, we mean not only your checking or savings accounts, but also investments, retirement and online payment accounts like PayPal. Fortunately, with some simple, fundamental steps, you can protect yourself.

### How do they attack?

Banks invest a huge amount of money in securing their systems, making it extremely difficult for a cyber-criminal to hack into them. This is why cyber-criminals target you and your accounts instead. They know you don't have your own security team to protect you, so it's much easier to hack you than a bank. Here are the two most common ways they will target you and attempt to steal your money.

Read how to protect yourself in this month's edition of [OUCH!](#)

## Year End Accounting Reminder

July 10 is the last day to submit FY 2022-23 Petty Cash Reimbursements, Expense Reimbursement Forms and Travel Advance Reconciliations.

## SOCIAL MEDIA

Help us communicate all of the good things happening at CCM by liking, sharing or commenting on the college's social media posts and pages.

