

Save the Date – The Highly Anticipated Website Redesign!

Over the past year and a half, the Marketing & Public Relations (MPR) Department has been leading CCM’s much anticipated website redesign project. After being named a National Top 10 Marketing Program by the Lumina Foundation Million Dollar Community College Challenge, CCM was awarded \$100,000 to fund the project. Thank you to everyone who participated in the Core Team, the Implementation Team and in key stakeholder interview sessions. Your insights, feedback and assistance have been and will continue to be invaluable. We are excited to reveal this new, dynamic, easily navigable and very student-focused website. We look forward to sharing it with you and celebrating this milestone as CCM continues to live out its mission and values.

Mark your calendars! On Tuesday, March 19, a special event will be held in Dragonetti Auditorium at 12:30 p.m. for all faculty, staff and students. The event will introduce CCM’s newly designed website AND reveal quite a surprise that relates to our beloved mascot, Titus the Titan. Plus, there will be giveaways and refreshments. You won’t want to miss this!



February 16, 2024
Volume 2024/6

Campus Events

“Totality” Planetarium Show
February 20, 1:30 p.m.
Cohen Hall, Room 207

College Council Meeting
February 22, 12:30 p.m.
Zoom

Spring 2024 Gallery Exhibit
Now – February 22, Mondays – Saturdays
9 a.m. - 6 p.m.
Art Gallery

Website Reveal
March 19, 12:30 p.m.
Dragonetti Auditorium

Free Faculty & Staff Fusion Exercise Class
Now – May 6
Mondays, 4:30-5:30 p.m., HPE 120
Fridays, 5-6 p.m., Remote Webex

Employee Recognition Ceremony
March 7, 3 – 4:30 p.m.
Davidson Rooms

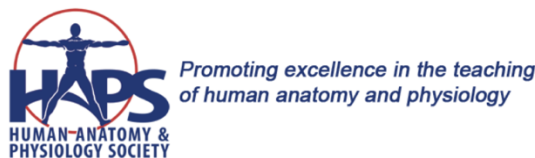
Chattin at Crabby’s
March 8, 5 – 7 p.m.
Mr. Crabby’s in Randolph

Diversity Festival
April 18, 11 a.m. – 2 p.m.
Gym (HPE building)



Congrats to Caitlin Burns, Chairperson of the Biology and Chemistry Department, for being selected as a **2024 Human Anatomy and Physiology Society (HAPS) Conference Travel Award** recipient! The mission of HAPS is to promote excellence in the teaching of anatomy and physiology. HAPS currently includes over 1,800 members from high schools, two- and four-year colleges, universities and private businesses in the United States, Canada and throughout the rest of the world. Caitlin currently serves as the Chairperson of the HAPS Communications Committee.

The annual HAPS conference provide members with an important means of updating their knowledge, improving technical/pedagogical skills, investigating new technologies for the laboratory/classroom, as well as networking with a growing international contingent of peers. The 38th Annual Conference will take place May 25-29 in Saint Louis, Missouri. As a recipient of the travel award, Caitlin plans on attending and presenting a workshop at the conference.



Titan’s Time Out

Join the Foundation and Special Events in a new initiative of employee appreciation and community. Titan’s Time Out is designed to allow us to gather as colleagues in a fun, light and social atmosphere. The committee is excited about all the events planned for 2024.

Upcoming Events:

- March 8: Chattin at Crabby’s**
- 5 – 7 p.m., Mr. Crabby’s in Randolph
- RSVP contact and additional details to come!

Yearbook Photo Shoots for Adjunct Faculty

The Yearbook Club will be partnering with the photography club to host two portrait shoots for adjunct faculty. **These are scheduled for Friday, 2/16 and Friday, 3/1 from 10 a.m. to 4 p.m.** If you are willing to come to either of these, please email Julian Costa, club advisor, at jcosta@ccm.edu. The photos will be taken in the Henderson Hall Photo Lab, DH-210. Please consider participating!

On Capitol Hill Last Week

CCM President Dr. Anthony Iacono was honored to be one of 33 community college presidents invited to the White House in recognition of innovation and outcomes in higher education. Discussions included the important role of community colleges in meeting the strong demand for an educated and skilled workforce. College leaders shared the strategies their colleges are implementing in response to this demand and their efforts to create partnerships within their communities. #CCMProud to be represented with excellence at The White House!



Public Safety

Emergencies: Dial 9-1-1
Police, Fire, Medical

Campus Assistance:
Call Public Safety at 973-329-5550

PUBLIC SAFETY

CONTACT INFORMATION

EMERGENCY DIAL 9-1-1
POLICE-FIRE-MEDICAL

CALL CCM PUBLIC SAFETY FOR CAMPUS ASSISTANCE 973-329-5550

- Feeling unsafe on campus
- Minor medical concerns where you feel an ambulance is not needed (band-aids, etc.)
- Slips, trips and falls - Coordinate maintenance needs to improve conditions.
- Jump start or open your vehicle

IF IN DOUBT DIAL 9-1-1

IF YOU SEE SOMETHING SAY SOMETHING
Report Suspicious Activity
You can remain anonymous by using the Confidential Witness Report Form



Resources:

- [Emergency Response Guide](#)
- [Evacuation Procedure](#)
- [Visitor Registration](#)

Chai Café Now Open

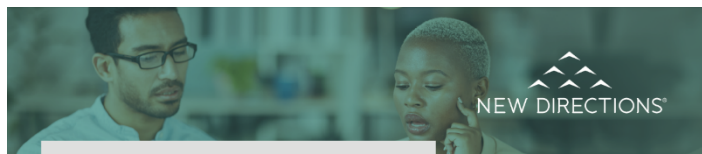
The Chai Café opened last week and will be open on Thursdays and Fridays moving forward.



Staying Focused on Your Work - February Webinars

Employee Assistance Program (EAP) – New Directions is a benefit for all. Enter company code: CCM

There are a number of free webinars offered this month, which are outlined below.



work well. live well.

Staying Focused on Your Work

Procrastination is a part of life. Sometimes it's just easier to put your responsibilities aside when you feel overwhelmed, overworked, or distracted by more relaxing or recreational pursuits. However, when you postpone too many projects, your life can feel disorganized and out of control. Here are some tips to avoid procrastination as you learn to focus on the tasks at hand.

- Make a list of everything you've pushed aside.
- Make a note of why you postponed the task and what you'll need to do to correct the situation.
- Organize your list based on the priority of each item.

Now That You Know What You Need to Do, It's Time to Act!

- Make a commitment to yourself to complete your tasks on time. Motivate yourself to get your work done by listening to music or giving yourself a pep talk.
- Take a closer look at why you postpone certain things.
- Visualize what it will take to complete each item on your list. Imagine what you'll be able to do once that task is complete and off your checklist.
- Break your projects into short-term and long-term tasks to help you manage your time.
- Limit your checklist to no more than 10 items a day. Always address the most important items first.
- Review your work habits to determine what works and what doesn't.
- Try to stay positive when you start to feel overwhelmed.
- If necessary, delegate your responsibilities to others.
- Celebrate when you meet deadlines. A short break, a night out, or even a major activity can help you prepare for the next project.

Remember, if you're having a problem with time management, there are easy solutions to correct the situation. You can get your life in order and your work done on time!

Written by Life Advantages - Author Dr. Delvina Mirenski ©2024

Get started with your EAP by joining this month's free webinars:

Navigating Challenging Workplace Conversations Wednesday, February 21, 2024 Morning Session - 12PM - 1PM EST Afternoon Session - 3PM - 4PM EST	Identifying and Addressing Employee Turnover Wednesday, February 28, 2024 Morning Session - 12PM - 1PM EST Afternoon Session - 3PM - 4PM EST
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eap.ndbh.com | 800-624-554

February 2024

A link to the 2024 calendar to aid in planning future participation - [2024 Live Webinar Schedule](#)

Construction Updates

Academic Complex Elevators and Third Floor Walkway

The DeMare Hall elevator is scheduled for the state inspection at the end of February, and the Sheffield Hall elevator is scheduled for the state inspection during the first week of March. The new elevators in DeMare and Sheffield will be placed in service once approved by the State of New Jersey. Once approved, starting in the second week of March, the final stage of removing the old elevators and converting them to storage closets and gender-neutral restrooms will begin. There will still be intermittent noise and minor odors throughout the

Classroom Projector Upgrade Notice

Media Services began replacing projectors, switchers and cabling in classrooms last week. All classrooms will eventually have full HD, widescreen projectors or TVs fed by the lectern thin client. With each room upgrade, Information Services has replaced the VGA thin client with a HDMI thin client and replaced the old standard definition monitor with an HD, widescreen monitor. The difference in quality is quite noticeable.

Additionally, instructors will have the option of connecting any device to an HDMI cable that is on the lectern, including AppleTV devices that Media Services will make available for instruction, giving teachers the option of using their tablets for annotation.

Rooms completed last week (chosen because they had projectors that had lamp and/or power problems) include:

CH-100
CH-153
CH-259
CH-269
DH-118
DH-163
DH-255
LRC-107
SH-100
SH-166

Because VCRs, DVD players and Elmo cameras do not have HDMI outputs, they are no longer compatible with the AV system, which was why notification was in the CCMemo last fall urging instructors to digitize their old VHS tapes. Anyone still wishing to use a DVD can request an external DVD drive from Information Services and simply plug it into the thin client.

Instructors can also upgrade their slide decks to widescreen format if they wish to take full advantage of the wider TV or projection surface.

Free Exercise Classes

Free Faculty & Staff Fusion Exercise Class: Yoga/Light Cardio/Strengthening & Stretching with HES adjunct professor Trayer Run-Kowzun

Where: HPE 120
When: Mondays, 4:30-5:30 p.m. from January 22 – May 6



Where: Remote Webex (email trunkowzun@ccm.edu if interested; CCM email needed to join the class)

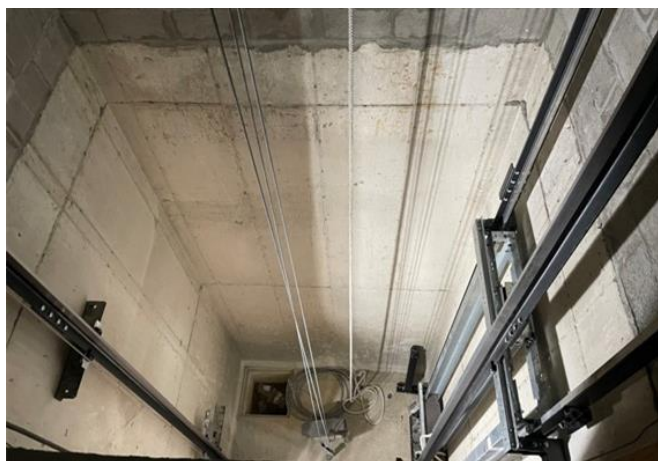
When: Friday, 5 - 6 p.m.; ongoing

Home Basketball Games

The last home basketball game of the season is on **February 20** at 6 p.m. vs. Mercer County Community College. Come support the Titans!



next coming months. Please reach out to Plant & Maintenance 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.



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 Spring Semester, please check the CCMemo for regular updates. We again thank the campus community for their assistance with preparing for the spring 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 access. 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.

Morris County Vocational School Career Technical Education Center

The underground plumbing work is complete. Structural Steel is scheduled to arrive on February 19 and erection will begin shortly after if weather permits. As the steel goes up and the retaining wall is waterproofed, the soil stockpile in the parking lot will be used as backfill. The section of Parking Lot 9 near the Tennis Court stairs will remain open for parking and entry/exit. Parking Lot 7 and 8 will also be available for parking of students, faculty and staff. The sidewalk near the fence heading towards the AMEC building from Parking Lot 9 will remain open for use. The new facility will focus on workforce development learning opportunities and will operate on a share-time model for high school juniors and seniors. The project expands and supports the partnership between MCVSD and CCM. This project is funded through Securing Our Children's Future Bond Act.

Grounds Garage and Underground to Aboveground Storage Tank at the Plant Maintenance Building

The UST-AST-Grounds Garage project is near completion. Punch list items were reviewed and will be closed soon. The anticipated completion for this project is on schedule for the end of February. Final inspections were completed, and the certificate of occupancy will follow. This project is funded through the College's Chapter 12 appropriation.

ABP Representatives On Campus

Representatives from the Alternate Benefit Program (ABP) will be on campus offering individual retirement counseling sessions for CCM employees. All meetings will be located in Henderson Hall, room 107.

Please RSVP directly to the vendor you wish to meet with:

- Dave Sharpe - MetLife/Brighthouse
February 15, 2024; 10:30am - 2:30pm
<https://calendly.com/dsharpe-5/county-college-of-morris>
973.575.3254
dsharpe@financialguide.com
- Nazma Begum - Corebridge (formerly AIG/VALCIC)
February 20, 2024; 9am - 4pm
201.273.8017
nazma.begum@corebridgefinancial.com
- Nancy Vandergoot – TIAA
May 30, 2024; 9am – 5am (Additional days previously announced are full)
973.422.3731
Nancy.Vandergoot@tiaa.org

Coming Soon! Emergency Evacuation Drills

CCM Public Safety conducts unannounced evacuation drills of campus buildings, as required by Fire Code. Please familiarize yourself with the College [Emergency Evacuation Procedure](#)



so you are aware of the process. Faculty are reminded to read the Emergency Evacuation Statement to their students at the beginning of the semester, which is noted in the procedure. Emergency evacuation drills not only familiarize our students and employees with the procedure, but also test our fire alarm control panels and the response of our Fire Marshalls, Maintenance Staff and Public Safety Officers. Please contact Public Safety if you have any questions.

BJ's Memberships

New Members – only \$20 OR \$60, depending on which membership you choose!

Renewals – \$50 OR \$100, depending on what membership you have.

PROMO CODE 450549 - EXPIRES 3/1/2024

Paying by Credit Card? Call # 800-313-8887 and provide the code.

Hours of Operation: Monday-Friday from 9 a.m. - 6 p.m. EST

They will add the 12 months to your current expiration date.

The promo code does not work online or in-store

Why should you Join BJs? Check [here](#) !

Please note: You are not required to report a COVID-19 exposure to HR. Only report a positive test result. To report work absence(s) due to COVID-19, employees must provide a positive PCR test or doctor's note for verification. Home Tests are not acceptable verification. To return to campus following a COVID diagnosis, you are not required to provide a doctor's note or negative PCR test. As always, cover your face when you cough or sneeze and wash your hands frequently with warm soapy water.

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.

