

# The CCMemo

Volume 07-10

May 17, 2007

## Calendar Listings

- Stem Cell forum 7 p.m. May 22
- HR Lunch & Learn Series, noon, May 17: The Importance of Organizing Documents as We Age - and How to Do It

## Commencement Exercises

CCM's 38th Commencement Exercises are being held on May 24 at 7 p.m. in the HPE gymnasium.



## Where Are They Now???

As many of you know, Henderson Hall has been evacuated in preparation for renovations. Below is a list of people who have moved and their new locations, plus additional changes to the directory.

### ADDITIONS/CHANGES/CORRECTIONS:

	<u>MAIL STATION</u>	<u>OFFICE</u>
<b>5629</b> Harris, E. Alicia (Hospitality Mgmt.)	Cohen 230	<b>SCC 241E</b>
5292 Fax: Media Center (LRC)		
<b>5299</b> Sciuto, Amy (LRC/Media Center) Multimedia Designer	LRC 138	<b>LRC 211</b>
<b>5669</b> Pomianoski, Edward (Hospitality Mgt.)	Cohen 230	<b>B 230</b>
<b>5652</b> Cosgrove, Mark (Hospitality Mgmt.)	Cohen 230	<b>SCC 241A</b>

### Left CCM

Miriam Banks  
Tamoray Evans  
Linda Johnson  
Joanne Morrone

### LOCATION CHANGES:

#### OFFICE OF THE PRESIDENT Ext. 5030, LRC 204

Dr. Edward J. Yaw, President, ext. 5031  
Denise Bell, Executive Administrative Assistant to the President, ext. 5029  
Pat Howell, Administrative Department Administrative Assistant, ext. 5030  
FAX: 5026

#### HUMAN RESOURCES Ext. 5037, LRC 206

Robert Stoto, Director of Human Resources and Labor Relations, ext. 5039  
Rita Ragany-Bayer, Associate Director of Human Resources, ext. 5041  
Joan Brueche, Administrative Assistant, ext. 5037  
Rosemary Grant, Human Resources Assistant, Recruitment, ext. 5038  
Karyn Norberg, Benefits Manager, Benefits, ext. 5035  
FAX: 5067

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**OFFICE OF COLLEGE ADVANCEMENT & PLANNING Ext. 5060**

Dr. Joseph P. Nazzaro, Executive Director, ext. 5061, **LRC 107**  
Rose Cofone, Director of Development, ext. 5058, **LRC 106**  
Patricia McGrath, Executive Administrative Assistant, ext. 5060, **LRC 107**  
Cathie Guthrie, P/T Office Assistant, ext. 5062  
*FAX: 5053*

**ALUMNI OFFICE Ext. 5059, **LRC 102****

Barbara Capsouras, Director, ext. 5059

**RESOURCE DEVELOPMENT/INSTITUTIONAL GRANTS Ext. 5065, **LRC 106****

Dr. Kevin Keefe, Director, ext. 5064  
Veronica Kelly, Department Administrative Assistant, ext. 5065

**INSTITUTIONAL RESEARCH AND PLANNING Ext. 5055, **SCC 220****

Dr. Charles Secolsky, Director, ext. 5056  
Alice Swanick, Research Technician, ext. 5055

**COMMUNICATIONS AND COLLEGE RELATIONS Ext. 5050, **LRC 102****

Diane Zitek, Director, ext. 5052  
Sue Romero, Department Administrative Assistant, ext. 5050  
*FAX: 5053*

**SPECIAL EVENTS Ext. 5054, **LRC 106****

Christine Dimas, Coordinator, ext. 5054  
Geetha Fernandes, ext. 5054

**OFFICE OF THE VICE PRESIDENT OF ACADEMIC AFFAIRS Ext. 5070, **LRC 206****

Dominic Latorraca, Vice President of Academic Affairs, ext. 5089  
Joan Cook, Center for Teaching Excellence, ext. 5315 (D216)  
Ralph England, Scheduling Coordinator, ext. 5198  
Marilyn A. Hoffman, Administrative Assistant, ext. 5088  
James B. Hunt, Director, Academic Admin. Services, ext. 5084 (*FAX: 5081*)  
Janet Krall, Department Administrative Assistant, ext. 5080  
Jacalyn Sharpe, Executive Administrative Assistant, ext. 5090  
Cheryl Smarth, Department Administrative Assistant, ext. 5070  
*FAX: 5082*

**CENTER FOR BUSINESS & TECHNOLOGY, **LRC 206****

Bruce Perkins, Manager, Sales & Marketing, Prof. Dev. Programs, ext. 5185  
Vacant, Workplace Languages & Literacy, ext. 5073  
John H. McConnell, Customized Training Consultant, ext. 5189  
Kathy Sheehy, Department Administrative Assistant, ext. 5188

**CORPORATE AND COMMUNITY PROGRAMS Ext. 5083, **LRC 206****

Carolyn DeCastro, Dean, Community Programs and Academic Initiatives, ext. 5083  
Arlene Cervenka, Division Program Assistant, ext. 5083  
*FAX: 5082*

- **Community & Professional Programs, **B242****

Linda H. Lower, Coordinator, ext. 5182  
Mary Hapgood, Department Administrative Assistant, ext. 5187  
Rob Craig, Coordinator, Youth Programs, ext. 5072, **B251F**  
*FAX: 5190 (Registration)*  
**School Relations, **B242****

Gina Martino, Coordinator of School Relations, ext. 5087

**OFFICE OF THE VICE PRESIDENT FOR BUSINESS AND FINANCE Ext. 5012, **C242****

Karen VanDerhoof, Vice President for Business & Finance, ext. 5012  
Donna Bednarczyk, Executive Administrative Assistant, ext. 5012  
Kathy Avola, Business Services Coordinator/Government Records Custodian, ext. 5014  
*FAX: 5023*

**ACCOUNTING Ext. 5110, D120**

Linda Pepe, Controller, ext. 5111  
Diane Davis, Department Administrative Assistant, ext. 5110  
*FAX: 5124*

**General Accounting, Ext. 5114**

Jessica Wander, Manager of General Accounting, ext. 5028  
Loretta Clayton, Accounting Assistant III, ext. 5540  
George Faro, Contract/Grant Accountant, ext. 5129  
Emily Guido, Accounting Assistant III, ext. 5542  
Gertrude Huang, Accounting Assistant III, ext. 5118  
Bonnie Sue Nichols, Accounting Assistant II, ext. 5114  
Frank Parrillo, Inventory Clerk, ext. 5119  
Stacey Varanelli, Accountant, ext. 5019

**Payroll, Ext. 5116**

Ron Pluskota, Supervisor of Payroll & Special Projects, ext. 5113  
Holly Coleman, Sr. Payroll Associate, ext. 5116  
Andrea Jennings, Payroll Associate, ext. 5541

**BUDGET AND BUSINESS SERVICES Ext. 5015, C242**

John Young, Director of Budget & Business Services, ext. 5126  
Mary Ellen Poh, Department Administrative Assistant, ext. 5015

**PURCHASING Ext. 5045, LRC Periodicals**

Joanne Kearns, Manager, ext. 5044  
Jane Biron, Buyer, ext. 5043  
Marilyn Kruger, Buyer, ext. 5042  
Vacant, Purchasing Coordinator, ext. 5045  
*FAX: 5047*

**TELECOMMUNICATIONS, LRC 204A**

Ginny Lepore, Telecommunications Coordinator, ext. 5016

**WORD PROCESSING AND RECORDS MANAGEMENT Ext. 5010, LRC 204A**

Helen Bush, Department Administrative Assistant, ext. 5008  
Esperanza Cain, Records Management Coordinator, ext. 5010  
*FAX: 5543*



**CCM to co-host small business seminar for women and minorities**

County College of Morris will co-host a seminar for women and minorities who want to start or maintain their own business from 9:30 a.m. to noon on Friday, June 1 at the Hyatt Hotel in Morristown. Admission is free.

Participants will learn how to start a business, name it, apply for licenses and permits, find financial resources, develop a business plan and market their product or service. For those who already have small businesses, speakers will discuss how to think big and grow.

For the first time, a number of local organizations will gather together. The invited participants are.

- The Morris County Chamber of Commerce
- The Black Chamber of Commerce of Northern NJ
- The Morris County Hispanic-American Chamber of Commerce
- The New Jersey Association of Women Business Owner
- The Small Business Development Center.

Speakers include: Linda Rueda, President and CEO of Ideal Data, Inc., and Marjorie Perry, President and CEO of MZM Construction Co., Inc. To register, go to <http://www.ccm.edu/workshop.asp>. For more information call ext. 5527.

The event is presented by CCM and the New Jersey Board of Public Utilities Supplier Diversity Development Council. It is also supported by Jersey Central Power & Light, New Jersey Natural Gas Company, Verizon Communications and Public Service Electric & Gas Company.

## Morris Area Mathematics Alliance holds 31<sup>st</sup> meeting

The Morris Area Mathematics Alliance held their 31<sup>st</sup> successful meeting at CCM on May 10. The program included 22 workshops in round-table format. Sessions included a wide variety of topics of interest to teachers from kindergarten through college. Pattern blocks, tangrams, literature and writing in mathematics, online offerings and puzzles and brainteasers were some of the discussions offered by the 25 speakers. Our own **Louise Olshan**, **Cathy Willms** and **Maureen Guiliana** were among the presenters. The teachers especially liked ideas usable in their classrooms.

More than 85 teachers attended. Math Alliance members feel a common responsibility for improving elementary, secondary and college mathematics teaching. Professors **Joan Monaghan**, **Doreen Sabella** and **Elizabeth Polen** serve on the 12-member Steering Committee which plans the semi-annual meetings. Professor Polen co-chairs the committee with Angela Calabria of Boonton High School (ret.).

Without some key people at CCM, the alliance could not function successfully. **Thank you to Dick Watt** in Audio Visual, **Janet Krall** for scheduling rooms, **Gene vander Toorn** in Printing, **Helen Bush and Espie Cain** in Word Processing, **Maresa McConville** and **Irene Bolitho** in the Mail Room, **Linder Turner** and **Mike Conoran** in Food Service, **Denise Bell** and **Harvey Jackson** for arranging parking, **Ron Prentice Jr.** and Maintenance and the math faculty who attended: **Margaret Williams**, **Doreen Sabella** and **Joan Monaghan** for all their help. We were pleased to introduce our new **Dean, Patrick Enright** to the members.

### Solutions to Stormwater Pollution: *Easy Things You Can Do Everyday To Protect Our Water*

The Safety Department in compliance with Federal Stormwater Management Regulations forwards the attached educational brochure to your attention. Stormwater management, was enacted in 1999 by the U.S. Environmental Protection Agency to address the health and safety of our ecosystems and subsequently, the quality of our lives.

Opportunities to engage in boating, swimming and fishing are diminished if water quality is impaired. Impaired water quality impacts shellfish production, tourism at beaches and coastal communities. Most importantly, it increases drinking water treatment costs.

Won't you join in and lend us a hand in maintaining pristine water conditions at County College of Morris and the community at large? To access the brochure please go to the website link Solutions for Stormwater Pollution:

<http://www.ccm.edu/spider/article.asp?thisHeadline=702&thisDept=Security>

**For more information regarding this very important matter, kindly contact the Security and Safety Department at extension 5550.**



**Swap  
&  
Shop**

**For Sale:** Frigidaire Refrigerator. White and almost new. Perfect for dorm or bar area. \$75. Kenmore Dishwasher. White, ultra wash, almost new \$75. Call Mirna at 973-729-9139 or ext. 5792.

**For Sale:** Canon EOS Rebel 2000 Date 35mm camera with 28-80mm lens. Never used. Includes strap and instruction manual. \$100 or best reasonable offer. Call ext. 5029.

**For Rent:** Summer rental on LBI: Just 4 houses to ocean and 5 houses to bay. Five bedrooms, 3 full baths, large hot tub, and spectacular views. Rent a few days off-season or weekly in the summer. Discount for CCM employees. Call ext. 5657.

## Reminders...

- CCM has FREE complementary tickets for the Sussex Skyhawks. Stop by LRC 102 to pick yours up today!
- B Café is in the midst of renovations. From May 15 - July 5, it's open Mon. - Thurs. 7:30 a.m. - 2 p.m., closed Fridays. July 9 - Aug. 3 it's open Mon. - Fri. 7:30 a.m. - 2 p.m. and Aug. 6 - Aug. 30, Mon. - Thurs. it's open 7:30 a.m. - 2 p.m., closed Friday. The cafeteria will also have evening hours Mon—Thurs., June 4—July 26, 5 p.m.—8:30 p.m.
- The college will be hosting its biannual education training program emphasizing the subject of sexual harassment and discrimination in the workplace. Sessions will be held for faculty, Wednesday, May 16, Sheffield Hall 14 from 10:30 am – noon, 1 pm – 2:30 pm and 3 p.m. – 4:30 p.m. General staff presentations are on Tuesday, May 22, Davidson Room C & D from 9 a.m. – 10:30 a.m. (Last name A-F), 11 a.m. 12:30 p.m. (Last name G-N), 1:30 p.m. – 3:00 p.m. (Last Name O-Z). **All full-time employees will be obligated to attend one of these sessions.** If staff (or faculty) need to attend an alternate date/session, they may feel free to do so. Because of space constraints, if any non-faculty employees plan to attend tomorrow instead of a session on Tuesday, we ask if you could attend the 3 to 4:30 pm session if possible. Individuals who are unable to attend any of the six sessions scheduled will be required to attend a videotaped session at a later date. Part-time employees are welcome to attend. Any questions, please contact Rita Ragany-Bayer at ext. 5041.
- Summer in-person registration will take place next week at the Office of Records and Registration on the following days:

Thursday, May 17      9 am – 6 pm  
Friday, May 18        9 am – 4 pm  
Saturday, May 19     9 am – noon

Fall 2007 New Student Registration is scheduled for June 5-7 and July 17-19 in the Student Center. Check-in will begin at 12:30 each day; Welcome to CCM will begin at 12:45; and the advising and registration program will begin at 1pm. There will also be a special parents program running concurrently for any parents accompanying their students.

Students have been invited to the June Registration based upon the following schedule:

Tuesday, June 5        HNS  
Wednesday, June 6    BMET & Undeclared  
Thursday, June 7      Liberal Arts

If you have any questions, please contact Michele Dunn at ext. 5196 or at [mdunn@ccm.edu](mailto:mdunn@ccm.edu).

