

The CCMemo

County College of Morris
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Employee Newsletter
January 25, 2013

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Event Parking Space/Lot Reservation Procedure



If you plan an event on the Randolph campus that involves 10 or more attendees from off-campus during the week, please remember to include the reservation of parking spaces in your planning process.

Reserved parking spaces in Lots 1, 2, 3, 4, 7 and 9 may be made available to outside individuals. Reserved parking in Lot 6 is limited. Parking Lots 5 and 8 are not to be used by outside individuals on Monday through Friday. Details on the number of spaces are listed below. It is important to notify the President's Office early in the process.

The procedure for reserving parking spaces is as follows:

Once the specifics of the event are defined, send an email to the President's Office (president@ccm.edu) identifying the following:

- Event name
- Department sponsoring the event
- Responsible person
- Date of event
- Time of event
- Location of event
- Number of spaces required
- Parking lot preferred
- Any special requests or comments

This request will then be reviewed by Dr. Edward J. Yaw, president of CCM. Once Dr. Yaw has made a determination (approved/not approved), the reservation will be forwarded to the Public Safety Department with a copy sent to the requesting individual. The reservation will also be posted on the College "All Events" calendar web page.

SCHEDULED EVENTS

Where applicable, [click event title for more information](#)

February Trivia Game Show

February 12 at 12:30 p.m. in Davidson Room, Student Community Center

SAVE THE DATES

Foundation Scholarship Gala

April 26 at the Hyatt Morristown

May Professional Days

May 15-16

Details to follow

FRIENDLY REMINDERS

Dialing Off Campus: 9 Will No Longer Provide an Outside Line

Come this month, dialing "9" to gain access to an outside telephone line will no longer work. The college's current system only requires that you dial 1 and then the area code followed by the number. The option of dialing "9" to access an outside line is being eliminated to prevent the dialing of calls to 911 by mistake.

Colleague Password Update

The Help Desk has received an increased number of calls from employees to have their Colleague password reset. As per the onsite audit recommendations, the college implemented changing passwords every six months, with that time now expiring.

Your password needs to be changed if you receive the following message using the Colleague UI: "Never found the Unix prompt. Your configuration may be wrong." To change your password, please click on this link: [Instructions for changing your Colleague Password](#)

Please remember the following criteria when creating your new password:

- Your new password must be eight characters in length and cannot include special characters e.g. @, #, \$, etc.
- You cannot reuse your existing or previous passwords.

The requesting department should follow up with the Public Safety Department about the reserved spaces and how authorized individuals will be permitted access to these spaces. It is suggested that the requesting department post signs on the campus roadways directing the guests to the proper parking lot. Also, the requesting department should assume the responsibility for putting signage up in the Student Community Center at least one week before the event informing individuals that the specified spaces in the lot will not be available.

Unfortunately, it has been the experience that the reserved/taped areas are overrun by other individuals. We have not been able to prevent this from happening. To serve your guests in the event that the reserved areas have been overrun, upon your request the Public Safety Department will send you a PDF of a parking permit for use at the reserved event. This will ensure that your guests will not receive a ticket for lack of decal if these permits are displayed on the vehicle's dashboard.

Here are some guidelines that the college uses for reserved parking.

Location of Event	Recommended Lot	Max Spaces
Student Community Center	Lot 7	492 spaces
Learning Resource Center	Lot 7	492 spaces
Health & Physical Education	Lot 7	492 spaces
Academic Buildings	Lot 7	492 spaces

Also note that:

- A maximum of 10 spaces in Lot 6 can be reserved, if needed.
- Parking Lots 3 and 9 are areas that can be considered, with 496 and 193 available spaces, respectively.
- Parking Lot 3 is not available after dark.

If you have any questions about this process, please feel free to contact either the President's Office or the Public Safety Department.

Center for Teaching Excellence Offering Workshops

The Center for Teaching Excellence (CTE) is offering a number of workshops during the upcoming weeks that are open to all CCM faculty and staff. Details about the workshops, as well as registration, [can be found at the CTE workshops web page](#).

CTE would also like to remind everyone that, along with the workshops, it offers several grants, information on upcoming conferences, and calls for proposals and presentations. CTE also has various resources available, such as Faculty Presentations & Publication, Dean's Corner, learning and teaching related articles, and more. Find out more by visiting the [CTE web page](#). You can also [follow CTE on Twitter](#).

If you are still having difficulty, please contact the Help Desk at extension 5600.

Youngtown's Latest Edition Off the Press

The January 23 issue of *The Youngtown Edition* is available and [can be found here](#). Copies of this first issue of the spring semester can also be found in the distribution bins located throughout campus.



Retirement Guide for PERS Employees Available Online

If you are enrolled in the Public Employee Retirement System (PERS) and are thinking about retirement, the Division of Pension and Benefits offers an online guide that has the information you need.

The guide provides new video presentations with important information you'll want to know before you retire; easy navigation so you can either view the entire guide or browse by individual topic; and links to fact sheets, forms, and other retirement resources to provide you with in-depth information.

To find out more, [head to the online guide](#). The guide only applies to those enrolled in PERS.