

The CCMemo

County College of Morris
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Employee Newsletter
May 29, 2015

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A Multimedia Look at Graduation



Last Friday, on a gorgeous spring day, approximately 350 of the 1,100 students who graduated from County College of Morris (CCM) took part in this year's commencement ceremony.

In case you missed it or would like to relive the event, you can watch the ceremony in its entirety on CCM's YouTube channel at <https://youtu.be/i3NQKMZlmyE>. You can also view a photo gallery with more than 60 photos on CCM's Facebook page at <http://tinyurl.com/pvlxx98>. There are also some great photos that graduates took in celebration of the day by using the hashtag #ccmgraduation at <http://tinyurl.com/myu6nsg>.

Summer Hours and Changing Website Hours of Operation

Effective Monday, June 1, and continuing through Friday, August 21, those employees scheduled for a one-hour unpaid lunch period will take a half-hour unpaid lunch period. This will permit them to leave the college a half hour earlier during the summer period.

As summer hours begin, some areas of "Hours of Operation" on the Quicklinks bar on the CCM homepage will need to be changed. When

SCHEDULED EVENTS

Where applicable, click event title for more information

Space Extreme

June 12, 7 p.m.

Longo Planetarium

Shapes in the Sky

June 13, 3 p.m.

Longo Planetarium

Tour of the Planets

June 13, 5 p.m.

Longo Planetarium

FRIENDLY REMINDERS

Celebrate Seniors Day is Today

CCM will host 125 active older Americans today as part of CCM Celebrates Seniors Day. Activities will take place in Cohen Hall and the Student Community Center from 8 a.m. to 2 p.m. Please welcome any visitors you see and help any individual who may need guidance by looking on their name tag for their next location.

CCM Picnic Scheduled for June 19

The CCM Picnic will be held on Friday, June 19. More details will follow from the picnic committee before the event.

Purchasing Deadlines

Please note the purchase requisition deadlines for 2014-15, one of which has already passed, as the fiscal year starts to come to an end. The deadlines help ensure Purchasing has adequate lead time to procure all goods and services.

If you are planning to purchase any capital equipment or audio-visual equipment, please email Purchasing immediately. CCM is currently in a bid situation for audio-visual equipment and specialized capital equipment. Therefore, Purchasing cannot guarantee a June 30 delivery date unless the item(s) are available under a state or

this feature was originally conceived, it was to be the responsibility of the administrative assistants in each department to keep department hours up to date. John Hester, CCM digital communications coordinator, has put together a step-by-step guide on how to do this.

1. Go to <http://www3.ccm.edu/admin/officehrs/updateoffice.aspx>
2. You will be prompted for your username and password. These are the same ones you use to log onto your computer in the morning. If you can't log in, contact jhester@ccm.edu in order to have IT add you to the user list.
3. Select your department from the drop down list.
4. Change any information you need to change.
5. Since the "Hours" box is not a rich text box, you will need to add some HTML tags to format:
 to add a break, this will bold text
6. Once you hit "Submit," your information will be updated on the website.

Library Book Group

The CCM Library Book Group will be discussing short stories by Margaret Atwood on Wednesday, July 1, at 12:30 p.m. and all employees are welcome to attend. Prior to the discussion, those planning to attend should read Atwood's "Stone Mattress" which can be found at <http://tinyurl.com/on996xn>. The group will meet again at the same time on Wednesday, July 29, to discuss stories by James Joyce and on Wednesday, August 26, to discuss stories by J.D. Salinger. Those with questions can contact ext. 5278.

Bake Sale to Benefit No Kid Hungry

The CCM Hospitality Management and Culinary Arts department will be hosting a cupcake bake sale on Thursday, June 4, from noon – 2 p.m. in the Hospitality Dining Room in the Student Community Center, Room 240.



The bake sale will benefit No Kid Hungry, a national fundraising initiative that helps communities provide recourses to families to help ensure their children have enough food to thrive. More information can be found at <http://tinyurl.com/q9wryhe>.

consortium contract.

Deadline dates are:

- **Miscellaneous (excludes repair and maintenance):** May 13 (Passed)
- **Blanket Order Change Request:** June 1
- **WB Mason Office Supplies:** June 12
- **Blanket Order Releases:** June 12
- **Check Enclosed Orders:** June 12
- **Chartwells (Food Service):** June 12

HR CORNER

Special Pricing for CCM Employees

CCM employees who are fans of monster trucks are able to purchase discounted tickets for the upcoming **Monster Jam: Path of Destruction**, coming to MetLife Stadium in East Rutherford on Saturday, June 13. The deadline to order is Thursday, June 4. More information can be found at <http://tinyurl.com/kako2hh>.

Employees also can purchase special tickets through the Barclays Center for the upcoming **Amir Khan vs. Chris Algieri** boxing bout tonight and the **Miguel Cotto vs. Daniel Geale** bout on Saturday, June 6. Information can be found at <http://tinyurl.com/o37h4of>.

Retirement Consultations

One-on-one counseling sessions are available as follows with state-approved representatives:

TIAA-CREF representative Zhee Sarabia will be on campus on Monday, June 1, from 9 a.m. – 4 p.m. in Henderson Hall, Room 107. Call 800-732-8353 to make an appointment.

MetLife representative David Sharpe will be on campus on Friday, June 12, from 10 a.m. – 2 p.m. in Henderson Hall, Room 107. Email dsharpe2@metlife.com to make an appointment.