

The CCMemo

County College of Morris
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Employee Newsletter
April 1, 2016

Items of Interest this Week

(click on title below to scroll down to article)

[Fine Art Students Showcase Their Talents at MPAC Gallery](#)

[New People and Positions](#)

[Japanese Language Students Honored](#)

[Purchasing Deadlines for Fiscal Year 2015-16](#)

[CCM, Randolph PD and Township Fight Distracted Driving](#)

[The Importance of CCM Style Guides](#)

[Book Discussion Group](#)

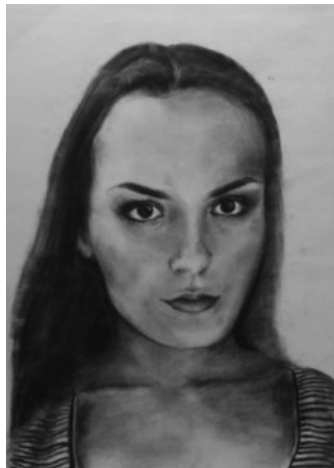
[Class of 2014 Graduate Survey](#)

[Latest Edition of 'Youngtown'](#)

[HR Corner](#)

[Friendly Reminders](#)

Fine Art Students Showcase Their Talents at MPAC Gallery



Students in the Fine Arts Program at County College of Morris (CCM) once again are displaying their artwork in the Art Upstairs gallery at the MAYO Performing Arts Center (MPAC) in Morristown.

Approximately 50 pieces of student artwork are included in the "CCM at the Mayo" juried exhibition running through April 11. The gallery is located at 100 South Street, Morristown.

Read more at <http://tinyurl.com/z7qwqxw>. A video detailing the exhibition can also be found on the CCM YouTube channel at <https://youtu.be/aPzVL33catU>.

New People and Positions

The following personnel appointments were approved by the CCM Board of Trustees at its March 16 meeting.

- Norma Espinosa Junca, Evening Custodian I, Part-Time
- Diana Hawley, Support Services Assistant, Part-Time
- Dawn Latincsics, Environmental Health and Safety Coordinator
- Juana Morales, Evening Custodian I, Part-Time
- Adalin Suarez, Custodian II

SCHEDULED EVENTS

Where applicable, click event title for more information

Space Extreme

April 8, 7 p.m.

Longo Planetarium

Shapes in the Sky

April 9, 3 p.m.

Longo Planetarium

Tour of the Planets

April 9, 5 p.m.

Longo Planetarium

Pajama Game

April 13-16, 7:30 p.m.; April 16, 2 p.m. matinée

Dragonetti Auditorium, Student Community Center

Spring Music Concert

April 21, 7:30 p.m.

Dragonetti Auditorium, Student Community Center

Spring Open House

April 23, 10 and 11:30 a.m.

Student Community Center

Frankenstein

May 5-7, 7:30 p.m.

Dragonetti Auditorium, Student Community Center

Professional Days

May 18-19, 2016

KUDOS

Japanese Language Students Honored

CCM Japanese language students Kate E. Haagensen and Kevin Kocanaogullari received the 2016 Japanese Language and Culture Study Awards for their outstanding achievement on May 11. The honors were awarded by the New Jersey Association of Teachers of Japanese (NJATJ) at Orange Avenue School in Cranford. Haagensen, who studied Elementary I and II, and Intermediate I and II at CCM, won for Intermediate Japanese II. Kocanaogullari, who studied Elementary I and II at CCM, won for Elementary Japanese II.

FRIENDLY REMINDERS

Purchasing Deadlines for Fiscal Year 2015-16

Please note the purchase requisition deadlines for 2015-16 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 consortium contract.

Deadline dates are:

- **Miscellaneous (excludes repair and maintenance):** May 13
- **Blanket Order Change Request:** June 3
- **WB Mason Office Supplies:** June 3
- **Blanket Order Releases:** June 13
- **Check Enclosed Orders:** June 13
- **Chartwells (Food Service):** June 13

Purchasing asks that you make sure there are sufficient funds to support your blanket order increases. Blanket Order Change Requests with insufficient funds will be returned. When processing Blanket Order Releases, please monitor your remaining balance to ensure that your release is not flagged as an Unauthorized Purchase. All releases must be processed no later than June 13.

CCM, Randolph PD and Township Fight Distracted Driving



April is National Distracted Driving Awareness Month, and CCM is doing its part to help alert the college community to the perils of distracted driving. The college, in cooperation with the Randolph Township Traffic Advisory Committee (TAC) and the Randolph Police Department, is providing information on how the CCM community can make the campus, township and county a safer place.

According to the U.S. government, 3,179 people were killed and

Foundation Gala Special Pricing

This year's CCM Foundation Scholarship Gala will be held at the Sheraton Parsippany Hotel on Friday, May 6. It begins with cocktails at 6 p.m., followed by dinner and the awards program at 7:30.

This year's event will have special meaning, as it honors Dr. Edward J. Yaw with the 2016 Foundation Leadership Award. Yaw will be retiring this August after 30 years as president.

In addition to honoring Yaw, four alumni will be receiving awards: Michael D. Klinger '03 (Alumnus of the Year), Holly M. Lusardi '07 (Alumni Achievement), Maria N. DeAngelis '09 (Alumni Service), and Matthew W. Roché '03 (Alumni Humanitarian).

Faculty and staff tickets are \$195 per ticket, \$180 off the external price of \$375 per ticket.

The invitation that contains the internal price can be found at <http://tinyurl.com/zd4d818>.

Join the foundation as it raises funds for CCM's General Scholarship program.

Entering to Win a GoPro Helps Raise Scholarship Funds



Even if you are unable to attend the CCM Foundation Scholarship Gala on Friday, May 6, at the Sheraton Parsippany Hotel, you can still help raise funds for scholarships. For \$25 you can enter for a chance at winning a GoProHero4. Only 100 chances will be sold. Contact Colleen McArdle at cmcardle@ccm.edu to purchase yours.

De-Stress Workshop Sponsored by EOF

The CCM Educational Opportunity Fund is sponsoring "De-Stress with Expressive Art" on Thursday, May 5, from 11 a.m. – 12:15 p.m. in DeMare Hall, Room 216. The workshop is

431,000 were injured in motor vehicle crashes involving distracted drivers in 2014 alone. Activities that distract motorists and can lead to these crashes include texting, using a cell phone or smartphone, eating and drinking, talking to passengers, grooming, reading maps and other items, using a navigation system, watching a video, and adjusting audio devices.

CCM and the local agencies ask that you take time to review your own driving habits and ensure you are driving safely. More information about distracted driving and how you can help keep roadways safe can be found at <http://www.distraction.gov/>.

The Importance of CCM Style Guides

Those who play a role in promoting programs, events and other activities at CCM know that maintaining the college's quality reputation is essential for ongoing success. People come to CCM because they expect a level of excellence – whether it's the college's academic programs, a performance, lecture or other event. Key to conveying that excellence is ensuring that there is a consistency in design, messaging and logo usage that supports the college's brand.

To maintain a consistent brand and image, the Department of Communications and College Relations has developed a number of resources for those who assist with promoting the college. Those guidelines consist of:

Style Guide

For those who develop brochures, flyers, signs, banners and who write for college publications, the website and social media, the "CCM Style Guide" helps to ensure consistency in the way the college presents itself to others. By following the guide, writers can be certain that what they produce is consistent in areas ranging from comma usage, to quotation marks, to room numbers and more. The Style Guide can be found at <http://tinyurl.com/qj26x4o>. A bound printed copy also is available by contacting Rick Burchfield at rburchfield@ccm.edu or ext. 5050.

Website Guidelines

As the college's major marketing tool, the CCM website is the most prominent face and voice of the college. As such, it is critically important the site remain attractive, useful and present a consistent look and feel. The "Website Guidelines" are where to find what fonts and colors should be used, along with other helpful information regarding photo sizes and other details. The guidelines can be found at <http://tinyurl.com/nopekx7>.

Social Media

A Board of Trustees approved document, the "CCM Social Media Policy" outlines the steps that need to be taken by CCM staff and student organizations when creating and using social media platforms. The Social Media Policy can be found at <http://tinyurl.com/p27jttc>.

designed to help attendees relax and let out anxiety and negative emotions while having fun creating their own art. All talent levels are welcome and encouraged to attend.

Spring Student Workshops

The CCM Office of Counseling and Student Success is hosting multiple upcoming workshops that are designed to help students in a number of important areas. A full schedule of Spring Semester workshops can be found at <http://tinyurl.com/oncs8b2>. The following is a description of this spring's final workshop.

Stress and Anxiety Management

Tuesday, April 12, 11 a.m. in Cohen Hall, Room 153.

Sometimes it is difficult to know what to do when feeling overwhelmed, stressed or frustrated. These feelings can turn in to stress and/or anxiety. This workshop will assist students in learning a variety of techniques to help reduce stress, anxiety and the symptoms associated with them.

Job Fair Comes to CCM on April 13

The Spring Job Fair, hosted by CCM Career Services, will be held on Wednesday, April 13, from 9:30 a.m. – 12:30 p.m. in the Student Community, Davidson Rooms. More information can be found at the events webpage at <http://tinyurl.com/n6vwi2b>. A list of attending employers, updated on an ongoing basis, can be found directly at <http://tinyurl.com/og5bdyz>.

Advising Cadre Application

Faculty who are interested in serving on the Advising Cadre in the 2016 Academic Year should notify Margaret Shepard at mshepard@ccm.edu by April 4 to be placed on the list for consideration. Faculty should review the guidelines (which can be found at <http://tinyurl.com/hxu4m39>) and also provide their availability on the form which can be found at <http://tinyurl.com/jyocpbp>. Appointments will be made after the April 4 deadline.

HR CORNER

Special Pricing for CCM Employees

CCM employees are able to purchase discounted tickets for the upcoming **Monster Jam** and **Monster Energy Supercross** events coming to MetLife Stadium in East

Logo Usage

The CCM logo is the visual mark used to build awareness about the college. Toward that end, the college has only ONE logo, which has been carefully crafted to provide a strong and easily recognizable brand mark. It is important that the logo ALWAYS be used as intended.

Guidelines regarding logo usage can be found at <http://tinyurl.com/p79n953>.

Any questions regarding the college's branding guidelines can be directed to Kathleen Brunet Eagan, director of Communications and College Relations, at kbeagan@ccm.edu or ext. 5052.

Book Discussion Group

The CCM employee book discussion group will be discussing the plays of Bertolt Brecht today at 12:30 p.m. in the library. All employees are welcome. Those with questions should call Lynee Richel at ext. 5278.

Class of 2014 Graduate Survey

Career Services and Cooperative Education has released its survey of graduates from the Class of 2014. To read the report, go to <http://tinyurl.com/glg4mbj>.

Latest Edition of 'Youngtown'

The March 30 issue of "The Youngtown Edition," CCM's award-winning student newspaper, can be found at <http://tinyurl.com/ujukwb4>.

Rutherford. Monster Jam takes place on Saturday, April 23, and Monster Energy Supercross takes place on Saturday, April 30. Deadlines for ordering are coming up. More details on the events can be found in the flyers at <http://tinyurl.com/hwov7q4> and <http://tinyurl.com/hzeg3xv>.

Retirement Consultations

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

TIAA-CREF representative Zhee Sarabia will be on campus Wednesday, April 13, from 9 a.m. – 4 p.m. in Henderson Hall, Room 107. Call 800-732-8353 to make an appointment. She will also be on campus May 11 and June 9.

Prudential representative Lily Lau will be on campus on Thursday, April 28, from 10 a.m. – 3:30 p.m. in Henderson Hall, Room 107. Call 732-236-6782 to make an appointment. She will also be on campus May 18, June 6 and July 7.

Voya (formerly ING) representative Brandon Zisa will be on campus on Thursday, April 14, from 10 a.m. – 2 p.m. in Henderson Hall, Room 107. Call 732-326-5625 or email brandon.zisa@voyafa.com to make an appointment. He will also be on campus on May 10 and June 14.