

# The CCMemo

County College of Morris  
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Employee Newsletter  
June 3, 2016

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### **CCM Professor's Artwork Chosen for Selective Exhibit**



Dr. James Gwynne, professor of Visual Arts at CCM, will have his artwork displayed at the State Museum of Pennsylvania.

The 49th Annual "Art of the State: Pennsylvania 2016" exhibit utilized a very selective process when choosing art pieces for the show. Of the 1,800 statewide submissions, only 124, about 7 percent of the submissions, were chosen, including two by Gwynne titled "Kiss" and

"Telephone Pole with Fog." The exhibit includes artwork highlighting Pennsylvanian artists in five categories: craft, painting, photography, sculpture and work on paper. Read more at <http://tinyurl.com/hseadop>.

### **Register for Fall 2016 at County College of Morris**

Registration for the Fall 2016 Semester is currently taking place at CCM. By applying and registering now, students are presented with the best opportunity to enroll in classes that take place on the days and times that best fit their schedules.

At CCM, students are able to select from more than 50 associate degrees and more than 25 certificate programs taught by a faculty specifically focused on teaching. Read more at <http://tinyurl.com/hk7faka>.

## **SCHEDULED EVENTS**

Where applicable, click event title for more information

### **Space Extreme**

June 10, 7 p.m.  
Longo Planetarium

### **Shapes in the Sky**

June 11, 3 p.m.  
Longo Planetarium

### **Tour of the Planets**

June 11, 5 p.m.  
Longo Planetarium

## **FRIENDLY REMINDERS**

### **Summer Sports Camps at CCM**

Children looking to stay active this summer can find what they are looking for at CCM. Parents can sign their kids up for one or all four of the college's Summer Sports Camps. The first starts June 27. More information can be found at <http://tinyurl.com/jnne554>.

### **Starbucks Café for Summer Eats**

Due to renovation work that will be taking place in the Cohen Café this summer, the LRC (Starbucks) Café will be the place to grab something to eat and drink during the Summer Semester. The Starbucks Café will be the only café open on campus during the summer. It is expected that normal hours will resume at the college's three cafés on August 30.

### **Purchasing Deadlines**

Please note the purchase requisition deadlines for 2015-16 as the fiscal year comes 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.

### **New People and Positions**

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

- Jessica Zaragoza, Evening Custodian I
- Alaa Abdelhady, Evening Custodian II
- Megan Ingman, Externship Coordinator, Part-Time
- Claude Garbarino, Externship Coordinator, Part-Time

### **Plan for What's on the Horizon**

Register today for a Voya Financial webcast on investing for retirement. You will learn:

- The basics of investing for retirement
- The benefits of a long-term investment plan
- Investment strategies to consider

The webcast will be offered several times on Tuesday, June 7, at 10 a.m., noon, 3 p.m. and 7 p.m.

Register today at <http://tinyurl.com/zizvaap>.

### **Summer Hours and Changing Website Hours of Operation**

Effective Monday, June 6, and continuing through Friday, August 26, 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 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](mailto: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: <br> to add a break, <b>this will bold text</b>
6. Once you hit "Submit," your information will be updated on the website.

### **Public Safety – Summer Safety Tip**

"Driving a car is one of the riskiest activities any of us undertake in spite of decades of vehicle design improvements ...," says Deborah Hersman, CEO of the National Safety Council. Just because your car has the latest "infotainment system" allowing you to text, e-mail and update social media from your dashboard does not make it safe to use. As you commute to work or head out on a summer drive please keep in mind:

- Distracted drivers miss seeing 50 percent of what is around

Deadline dates are:

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

### **KUDOS**

#### **Dining Services Director Honored**

The Director of Chartwells' Dining Services Holly Tighe was recently honored by the Morris County Municipal Utilities Authority for her work at CCM. In announcing the award, the authority noted that through her guidance, her associates are given tools, perspective and ownership to track and trim waste. As a result, costs have been reduced and the college's carbon footprint has decreased.

### **HR CORNER**

#### **Year-End Leave Balances**

Please refer to your affiliated contract regarding your leave plans. Any unused time remaining in your Personal and Floating Holiday leave plans after 6/30/16 will be zeroed out and your new accrual for FY16-17 will be added effective 7/1/16. Remember to indicate this accrual on your timesheet for pay period ending 7/6/16.

Each contract has a specific clause regarding Vacation and Comp Time Carryover. All employees hired after 5/22/10 may only carry over up to one (1) year of vacation accrual. The Comp Time Carryover/Payout Request form will be issued in late June (a memo to supervisors) and is required back to HR in early July.

Should you have any questions regarding the above information, please contact Lori Zarandona in HR, ext. 5033.

#### **Division of Pensions and Benefits Retirement Seminar on Campus**

Representatives from the Division of Pensions and Benefits will be on campus presenting a PERS retirement seminar on Friday, June 24, at 10:30 a.m. in the Student Community Center, Davidsons Rooms A-C. This event is

them including pedestrians, bicyclists, traffic signs and other vehicles.

- Cell phones are not the only dangerous distraction – using the radio or GPS, smoking, eating and drinking also take your mind and hands off the task of driving.

Just because you are stopped at a light doesn't mean it's time to use your phone. You stay distracted for almost 30 seconds after you finish a call or send a text.

Challenge yourself to not just keep your eyes on the road, but also your hands on the wheel and your mind fully on the driving task. To learn more, visit

<http://www.nsc.org/learn/NSC-Initiatives/Pages/distracted-driving-research-studies.aspx>.

### **Changes Coming to CCM's Email**

The college is starting to move to an upgraded email server. Users will be moved on a department-by-department basis. You will be notified by email when your department is being moved to the new server.

You won't notice any change when using the email system through Outlook when on campus. If you retrieve your email through your phone, you should check to make sure the server you are using is called www2.ccm.edu.

The biggest change is for people who use the WebMail interface for email from off-campus. The program has been changed to resemble Microsoft's Hotmail program. There are major changes in how the program looks and what you need to do to use it. Here is a link to a short video that highlights the major changes: [Highlighting the changes to WebMail](#).

If you experience any problems after you are switched over to the new email server, please contact the Technology Help Desk.

### **June Issue of OUCH**

We are excited to announce the June issue of OUCH! This month, led by Guest Editor Francesca Bosco, a privacy lawyer at the United Nations, we focus on encryption. Far too often we tell people to encrypt their information and their devices, but many people do not understand what encryption is, how it works or how to use it. As such, we ask you share OUCH! with your family, friends, and coworkers.

[English Version \(PDF\)](#)

[Translations and Archives](#)

open to the public for those members enrolled in PERS, TPAF or PFRS.

CCM employees and their spouses interested in attending the seminar at CCM have guaranteed seating and should contact Karyn Norberg at [knorberg@ccm.edu](mailto:knorberg@ccm.edu) to register.

You do not need to register through the divisions' link. However, if you are interested in attending a seminar at a different location, you must register through <http://tinyurl.com/lkqmtz2>.

### **Retirement Consultations**

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

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

**Prudential** representative Lily Lau will be on campus on Monday, June 6, 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 July 7.

**Voya** (formerly ING) representative Brandon Zisa will be on campus on Tuesday, June 14, from 10 a.m. – 2 p.m. in Henderson Hall, Room 107. Call 732-326-5625 or email [brandon.zisa@voyafa.com](mailto:brandon.zisa@voyafa.com) to make an appointment.

**MetLife** representative David Sharpe will be on campus on Wednesday, June 15, from 10 a.m. – 2 p.m. in Henderson Hall, Room 107. Email [dsharpe2@metlife.com](mailto:dsharpe2@metlife.com) to make an appointment.