

# The CCMemo

County College of Morris  
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Employee Newsletter  
June 10, 2016

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### **High School Students at CCM Complete Project for NASA**



High school students enrolled in the Engineering Design and Advanced Manufacturing (EDAM) program at CCM recently celebrated their completion of hardware for storage lockers for the International Space Station at a

recognition ceremony held at Lincoln Tech in Mahwah. The students fabricated the hardware as contractors with the High School Students United with NASA to Create Hardware (HUNCH) program.

Joining them at the ceremony, which was held to recognize students in the northeast who are participating in the program, were Professors Venny Fuentes and Tom Roskop, and Eric Pedersen, lab assistant, who initiated the project at CCM.

The students were able to sign the completed storage locker that will be sent up and installed on the International Space Station. They also received a Group Achievement Award for their outstanding service. A video of the students working in the CCM lab played on the big screen at the ceremony while the group received their awards. That video can be viewed at <https://youtu.be/tkScga5O1ic>. They also had the opportunity to shake hands with Stacy Hale, NASA HUNCH founder.

### **Library Summer Picks**

Check out our staff picks! The library's summer display consists of titles that staff members have enjoyed and would

## **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**

### **Accounting Year-End Reminders**

Please note that July 15 is the last day to submit FY 2016 Petty Cash Reimbursements, Expense Reimbursements and Travel Reconciliations.

### **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>.

### **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.

Deadline dates are:

- **Miscellaneous (excludes repair and maintenance):** Has passed

recommend. Feel free to borrow! Some children's titles, some DVDs, some fun reads, some serious.

### 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>.

### Library Book Group

The library book group will meet on Thursday, June 16 at 12:30 p.m. in celebration of Bloomsday. Read Chapter (or Episode) 17 of James Joyce's Ulysses. An e-text of the book is available at <http://www.gutenberg.org/ebooks/4300>.

No meeting in July, but we will meet again during the week of August 22– date TBD – to discuss Oscar Wilde's plays and film adaptations. Send questions to [lrichel@ccm.edu](mailto:lrichel@ccm.edu).

### 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.

- **Blanket Order Change Request:** Has passed
- **WB Mason Office Supplies:** Has passed
- **Blanket Order Releases:** June 13
- **Check Enclosed Orders:** June 13
- **Chartwells (Food Service):** June 13

### **KUDOS**

#### Washburne Running Streak Continues

Mark Washburne, associate professor of history and political science, was recently mentioned in the Tampa Bay Times in Florida. The article noted that as president of the U.S. Running Streak Association, Washburne keeps track of runners around the world. To earn a spot on his list, which has grown to 670 in this country and 47 internationally, runners must have run at least a mile a day for a year. His own streak spans more than 26 years.

### **HR CORNER**

#### PERS Contribution Rate Changes

Pursuant to Chapter 78, P.L. 2011, Pension and Health Benefit Reform, PERS employee pension contribution rate will increase from 7.06 percent to 7.2 percent of salary with the first paycheck after July 1, 2016.

#### **Future Increases**

July 2016 marks the sixth rate increase under the provisions of Chapter 78, which calls for PERS employee pension contribution rates to increase over seven years until the total pension contribution rate is 7.5 percent of salary as of July 2018.

#### **Additional Information**

If you have questions regarding the information provided in this letter, contact the Division's Employer Education Unit at 609-292-7524, or email the division at [pensions.nj@treas.nj.gov](mailto:pensions.nj@treas.nj.gov).

#### 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

### **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.

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 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/lqamtz2>.

### **Retirement Consultations**

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

**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.