

The CCMemo

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Employee Newsletter
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CCM's 48th Commencement Ceremony



CCM presented diplomas to the Class of 2017 during its 48th commencement ceremony Friday, May 26.

Approximately 1,450 students – many who are transferring to top four-year institutions to earn their bachelor's degrees – were eligible to receive diplomas in one of four

degrees: Associate in Arts, Associate in Fine Arts, Associate in Science and Associate in Applied Science. The five most popular programs CCM students received degrees in are Business Administration, Humanities Social Science (Liberal Arts), Nursing, Criminal Justice and Biology. The graduates completed their studies between August 2016 and May 2017.

A video recording of the commencement ceremony is available on CCM's YouTube channel at <https://youtu.be/jfTVr4aB5jk>.
[Read more.](#)

FRIENDLY REMINDERS

Effective Monday, June 5, and continuing through Friday, August 25, before the first scheduled day of classes, those employees scheduled for a one hour unpaid lunch period, will take a one-half hour unpaid lunch period. This will permit them to leave the college one-half hour earlier during this summer period.

Events

CCM Annual Staff Picnic – Friday, June 23, Davidson Rooms

SOCIAL MEDIA CORNER

Help Market CCM

Please help us market all the good things happening at CCM by sharing college events (performing arts, Open Houses, etc.) with your friends through your social media accounts.

Also, be sure to follow Dr. Anthony J. Iacono's Twitter account, @CCMProud.

Here's what to talk about this week:

"Check out our 2017 CCM Graduation photo album and a full video recording of the ceremony on our Facebook page @countycollegeofmorris. Do share with your friends and family!"



CCM Faculty Take Part in National Institutes on Student Success

A total of 10 faculty members and two deans from CCM have been selected by the Association of American Colleges & Universities (AAC&U) to take part in two of its student success institutes this summer.

The first program, the Institute on High-Impact Practices and Student Success, takes place June 24 – June 27 at Boston University. The second, the Institute on Integrative Learning and Signature Work, takes place July 11 – July 14 at Loyola University Chicago.

“It is a great honor and another step forward in CCM’s ongoing development as a high-quality institution to have our deans and so many of our professors selected to take part in these institutes,” said Dr. Anthony J. Iacono, CCM president. “Through their participation, CCM will be even better equipped to develop learning approaches that best prepare students for ongoing success.”

[Read more.](#)

Student Community Center HVAC Renovation Update

The Student Community Center (SCC) will be undergoing HVAC improvements this summer that are similar to previous HVAC projects on campus. The improvements will include new high-efficiency chillers, boilers, pumps, motors and other equipment. The project will also include new HVAC equipment for the kitchens, UVC sanitizing system for the air handler and improved air distribution.

The demolition of the equipment began Tuesday, May 30, and will result in the loss of heating and cooling in the building. The project should be substantially complete by the end of August with the fine tuning of the controls and equipment finished soon after.

During the summer, fans and dehumidifiers will be provided to those occupants that remain in the building. As soon as the new equipment is operational, it will be brought online. Those individuals working in the SCC should dress accordingly, with their supervisors allowing more flexibility in attire given the circumstances.

The mechanical room on the lower level will be the site of a large portion of the work. Consider using the upper level entrance from Parking Lot 6 and the upper entrance facing the Learning Resource

MESSAGE TO THE CCM COMMUNITY

Thank you to everyone who made both my last 25 years and my send off from the college so special. I really enjoyed working at the college and am so grateful for the friendships I made during my time here. I really don't think you can find nicer and more dedicated people anywhere else. I will take CCM pride with me in all my future endeavors and travels. I wish everyone the best and look forward to following CCM's continued growth over the coming years.

Sincerely,
Kathy Avola

Purchasing Deadlines for “01” General Fund Accounts

Deadline dates for FY 2016 - 17 purchase requisitions are established to ensure that the Purchasing department has adequate lead time to procure all goods and services for the current fiscal year.

If you are planning to purchase any capital equipment or promotional printed items, please email the Purchasing department immediately. The department needs to determine if in the aggregate, requests have exceeded any legal thresholds which would require public advertisement. Capital items that are available under a state contract or a consortium eliminate the need for public advertisement; therefore, a June 30 delivery may still be achievable.

Blanket Order Change Request – June 2
WB Mason Office Supplies – June 9
Blanket Order Releases – June 12
Check Enclosed Orders – June 12
Chartwells (Food Service) – June 12

Please make sure there are sufficient funds to support your blanket order

Center. Parking Lot 6 lower level entrance and the Music Technology Center/Dragonetti entrances will remain open, but will include a significant amount of contractor activity.

As with the past HVAC replacement projects, we appreciate your understanding as we improve the reliability and efficiency of the equipment. If you have any safety concerns on campus please contact the Department of Public Safety immediately (ext. 5550). The Department of Public Safety and the college's Compliance Officer (ext. 5551) maintain copies of all Safety Data Sheets for chemicals used on the project and are available if you have any safety questions or concerns.

We appreciate your understanding and patience during the work. If you have any additional questions about the project, please feel free to contact Karen VanDerhoof, vice president for Business and Finance, directly.

Tutoring Center Open for Summer

The Tutoring Center located in DeMare Hall, Room 156, will be open during summer. To learn more about the services offered, visit <http://tinyurl.com/ya6ozm2d>. The Tutoring Center hours are as follows:

Monday	8:30 a.m. to 6:30 p.m.
Tuesday	8:30 a.m. to 4 p.m.
Wednesday	8:30 a.m. to 4 p.m.
Thursday	8:30 a.m. to 6:30 p.m.
Friday	8:30 a.m. to 3:30 p.m.

Higher Education Information

Employees who have earned a higher education degree (associate, bachelor's, master's or doctoral degree) during this past fiscal year (July 1, 2016 through June 30, 2017) are asked to contact Rita Ragany-Bayer in the Human Resources department at rragany-bayer@ccm.edu or ext. 5041.

Baking Contest at Annual Staff Picnic

Save the date – the annual staff picnic is being held on Friday, June 23. To participate in a baking contest this year and enter one of your desserts, please register with Mary Ellen Poh at mpoh@ccm.edu by June 9. More details to follow.

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 12.

Thank you for your support in adhering to these deadlines.

HR CORNER

Monster Jam

Feld Motor Sports presents Monster Jam at MetLife Stadium in East Rutherford on June 17. Review the information in the link below and purchase tickets to the event. [Read more.](#)

Retirement Consultations

Are you saving enough for retirement? One-on-one counseling sessions are available with state-approved service providers as follows:

Prudential representative Lily Lau will be on campus June 13 from 10 a.m. to 3:30 p.m., in Henderson Hall, Room 107. Call 732-236-6782 to make an appointment to discuss ABP or DCRP investments.

TIAA To make an appointment with TIAA representative Zhee Sarabia, call 800-732-8353.

MassMutual (merging with MetLife) representative David Sharpe will be on campus June 6. Call 973-575-3254 or email dsharpe@financialguide.com to make an appointment.

MassMutual (formerly Hartford) representative Kenneth Quarnaccio is available for individual appointments. Call 848-248-4313 or email kquarnaccio@gittermanwealth.com

to make an appointment.

AXA-Equitable representative Mark Sheridan is available for individual appointments. Call 908-230-2042 or email Marc.Sheridana@axa-advisors.com.

VOYA representative Brandon Zisa will be on campus June 20 and July 20. To make an appointment visit <http://meetme.so/BrandonZisaCCM>.