

# The CCMemo

County College of Morris Employee Newsletter



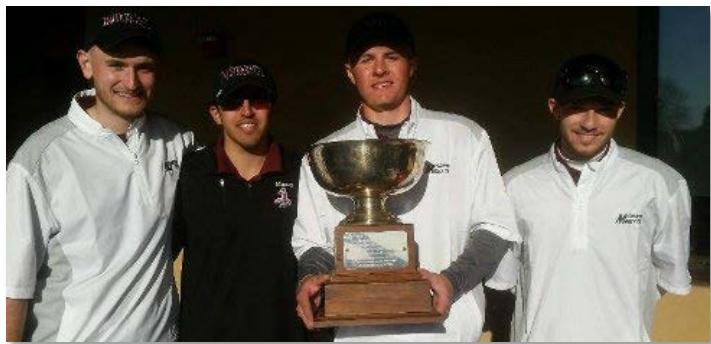
## TESTING CENTER OFFERS TESTING FOR MICROSOFT OFFICE 2016 SUITE CERTIFICATION

The Testing Center at County College of Morris is now a certified provider of testing for those interested in gaining certification to demonstrate their expertise in the Microsoft Office Suite and increase their marketability.

Testing is offered in Word 2016, Word 2016 Expert, Excel 2016, Excel 2016 Expert, PowerPoint 2016, Access 2016 and Outlook 2016. These programs are ones that most companies expect employees to know and certification provides a notable level of proficiency.

The fee is \$150 for each test, which includes one practice exam, the certification exam and one retake. For those who register to take the tests with a voucher from Certiport, a national provider of certification exam delivery, the Testing Center charges a \$25 fee in addition to what Certiport charges.

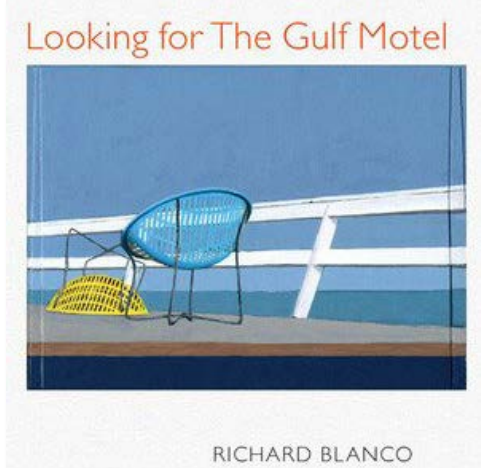
[Read more](#)



## MASTERS OF THE COURSE – CCM GOLF WINS STATE TITLE

The CCM golf team received first place at the Garden State Athletic Conference (GSAC) Tournament at Galloping Hill Golf Course in Kenilworth. Leading the Titan team to the top was Kyle Kepler, who carded a 74 to take medalist honors. His teammates followed right behind him: Tom Apostolico (78), Nick Axelson (79) and Rick Christensen (79) that brought CCM to a 310-329 victory over Ocean County College. Camden County College was third at 336 and Union County College fourth at 344. The GSAC Tournament is for New Jersey two-year colleges.

*Photo from Left to right: Ricky Christensen of Little Falls, Tommy Apostolico of Sparta, Kyle Kepler of Wharton, Nick Axelson of Succasunna.*



## WHAT'S NEW AT THE LIBRARY

The CCM Library recently acquired more than 30 new books covering a wide range of topics. Included among the acquisitions is "Looking for the Gulf Motel" a book of poetry by Richard Blanco, an inaugural poet, who recently spoke at the college.

[Read more](#)

## COLLEGE COUNCIL VIDEO

If you missed the April 26 College Council meeting, you can watch a video here: <https://youtu.be/qneQUWSUXw0/>.



## CCM CELEBRATED TAKE YOUR CHILD TO WORK DAY

On Thursday, April 26, CCM celebrated take your child to work day. The children started the day with a welcome from President Anthony J. Iacono and Dr. Bette Simmons, as they enjoyed a light breakfast. Next it was on to a full day of activities in various areas of the college which included the Media Center, Planetarium, Nursing Lab and Biology Lab for some fingerprinting. Some children stayed with their parents for parts of the day to learn more about what they do here at CCM but most participated in all of the activities.

There are many people to thank who helped make this event successful.

Thank you to: Session facilitators: Joseph Schilp, Edgar Rodriguez, Dan Cleary, Christopher Fenwick, Dr. Celeste Wayne, Lori Kruppo, Dr. William Solomons, Joel Levy, Dr. Maureen Kazaba and CCM students Lauren Fichter and Tori Levine. The people behind the scenes: Katie Olsen of the Foundation for sponsoring lunch for the children and their parents; Plant and Maintenance for room preparations; the Campus Store for donating fun items for the kids; and Joan Brueche for all the room reservations and a multitude of other activities too numerous to list.

## CCM EVENTS

**Final Exams**  
May 9 - 15

**Board of Trustees Meeting**  
Tuesday, May 15, 6:30 p.m.,  
Board Room, Henderson Hall

**Professional Days**  
May 16 - 17  
Details to follow

**Teen Arts**  
May 18

**Commencement**  
May 25  
[www.ccm.edu/graduation](http://www.ccm.edu/graduation)

## HR CORNER

### ONLINE ENHANCEMENTS IMPROVE SHBP/SEHBP HORIZON BCBSNJ MEMBER EXPERIENCE

Horizon BCBSNJ is making major enhancements to revolutionize the way SHBP/SEHBP members interact online with a simplified health care experience.

SHBP/SEHBP members can easily access NJWELL and the SHBP Retiree Wellness Program1 from Member Online Services.

[More information](#)

### RETIREMENT CONSULTATIONS WITH NEW JERSEY STATE APPROVED VENDORS

Save for retirement – Receive free, no pressure, retirement counseling sessions. Make your appointment today. You do not need to be a member to meet with the representatives.

**TIAA** representative Tatiana Novozhilova will be on campus May 22 and June 1, 9 a.m. - 5 p.m. in Henderson Hall, Room 107. Call 800-732-8353 to schedule an appointment.

**VOYA** representative Brandon Zisa will be on campus May 10, June 12 and July 24. To make an appointment, call 732-326-5625 or email [Brandon.Zisa@voyafa.com](mailto:Brandon.Zisa@voyafa.com).

**MetLife/Brighthouse** representative David Sharpe will be on campus May 16 and June 13, from 10 a.m. - 2 p.m. Call 973-575-3254 or email [dsharpe@financialguide.com](mailto:dsharpe@financialguide.com).

**AXA-Equitable** representative Mark Sheridan is available for individual appointments. Call 908-230-2042 or email [marc.sheridan@axa.com](mailto:marc.sheridan@axa.com).

## COMPUTING DEPARTMENT USES ELLUCIAN CONFERENCE ATTENDANCE FOR FUTURE PLANNING

While attending this year's E-Live conference, two IS staff members had the opportunity to view new forms and processes being delivered by Ellucian for Colleague. The new Earnings Statement found under the Employee menu is one such form which is available now in the Self Service HR module. Jennie DeNaro Saum and Jeri LaBruna also learned more about the direction Person Proxy and Emergency Information processes are heading. These services will be delivered into the Self Service/Titans Direct software as WebAdvisor moves into its retirement phase. Ellucian also shared its plans for committing to deliver feature-rich forms to replace the old forms CCM currently used in WebAdvisor.

Additionally, the IS members had a chance to explore new vendors such as ACI for credit card payments and Kronos - workforce management system software. DeNaro Saum and LaBruna also touched base with some of CCM's existing vendors such as CourseLeaf (the course catalog system) and Trimdata (the bookstore payment software) to see future developments with their respective software systems.

CCM will begin the procurement process to replace the R25/Events Calendar software with the latest version of CollegeNet software called 25Live. The college will also begin the process of upgrading the Recruit software to the newest version in order for the Admission's office to take advantage of new features and functionality.

The IS staff even found time to meet with Sue Ledwell, Northeast regional director for the National Student ClearingHouse. She will be assisting both the Office of Records and Registration and IS department through the implementation of E-Transcripts using Ellucian Cloud. This new method of producing electronic transcripts for students/alumni will drastically reduce the delivery time to approximately 15 minutes for most requests - compared to the one-week duration it currently takes to prepare and mail transcripts. Students will be directed to request transcripts directly from the Clearinghouse self-service software that is available 24 hours a day.

IS-IE also has secured access to recordings for the campus community to use in learning more about conference sessions. A separate CCMemo announcement will be forthcoming in an upcoming edition.

## EMPLOYEE DISCOUNTS FOR UPCOMING EVENTS

Special discounts are available for CCM employees through the Barclays Center and NYCB Live. The offerings for April through May include sporting events and live performances.

[Read more](#)



## WOMEN'S NIGHT OUT

The African American Wellness Coalition invites you to an open house focusing on breast health care. The event will take place on Thursday, May 17, from 4 – 8 p.m. at the Carol G. Simon Cancer Center, Morristown Medical Center at 100 Madison Avenue, Morristown.

Included in the event is a workshop with a genetic counselor. Tours are also available of the Rippel Breast Center.

[Read more](#)



## PURCHASING DEADLINES FOR "01" ACCOUNTS

Deadline dates for FY 2017-18 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. Purchasing needs to determine if in the aggregate, we 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.

Miscellaneous Purchases (excludes repair & maintenance) - 5/11/18  
Blanket Order Change Request - 5/31/18  
WB Mason Office Supplies - 6/8/18  
Blanket Order Releases - 6/8/18  
Check Enclosed Orders - 6/8/18  
Chartwells (Food Service) -6/8/18

Please 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 6/8/18.

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

**VALIC** representative MaryAnn Bradford is available for individual appointments. Call 908-470-4114 or email [Maryann.bradford@valic.com](mailto:Maryann.bradford@valic.com)

## OUCH NEWSLETTER

The May edition of OUCH! – GDPR – is now available. As many of you know, the EU's new General Data Protection Regulation (GDPR) takes effect this month. This is a huge deal and impacts people and organizations around the world. There also is a lot of confusion about it. That is why we are thrilled to have GDPR expert Brian Honan as our guest editor.

[GDPR \(in 20 plus languages\)](#)  
[OUCH! Archives](#)

## SOCIAL MEDIA



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

### Here's what to talk about this week:

The Testing Center at County College of Morris is now a certified provider of testing for those interested in gaining certification to demonstrate their expertise in the Microsoft Office Suite and increase their marketability. Testing is offered in Word 2016, Word 2016 Expert, Excel 2016, Excel 2016 Expert, PowerPoint 2016, Access 2016 and Outlook 2016.

[Read more](#)

## NOTICES FOR CCMEMO

Email material to both Amy Sciuto at [asciuto@ccm.edu](mailto:asciuto@ccm.edu) and Kathleen Brunet Eagan at [kbeagan@ccm.edu](mailto:kbeagan@ccm.edu). Submissions must be received by 4 p.m. Wednesday.

Looking for past issues of the CCMemo? [Find them here.](#)

## ATHLETICS

### Golf:

May 7, 9 a.m. @ Galloping Hills  
May 8, 8 a.m. @ Galloping Hills

### Softball:

Season complete: Final record (34-9) Region XIX Runner Up