

# The CCMemo

County College of Morris Employee Newsletter



## CCM EVENTS

**Coffee & Conversation with President Iacono - Marketing Update**  
 Friday, June 14, 1 p.m. Davidson  
[View the C&C schedule](#)

**Board of Trustees Meeting**  
 Tuesday, June 18, 6:30 p.m.,  
 Board Room, Henderson Hall



## CCM SOFTBALL TEAM CELEBRATED

The members of the CCM Softball Team were recognized for their amazing accomplishments at a Recognition Breakfast at the college on Wednesday, June 5, in the LRC multipurpose room. Dr. Anthony H. Iacono, Athletic Director Jack Sullivan, Board of Trustees Chair Paul Licitra and Vice Chair Thomas Pepe, Dr. Bette Simmons and CCM employees celebrated the achievements of the award-winning team, Coach Greg Wardlow and the coaching staff.

The Lady Titans won the Region XIX Championship title for 2019 and traveled to Mississippi to compete in the National Junior College World Series Tournament. This marks the first time since 1991 that the Lady Titans participated in a national tournament.

[View photos from the event](#)



## CAPACITY CAFÉ OVERVIEW

On Tuesday, June 4, faculty, staff and administrators took time out of their schedules to work together on how CCM can become a more student-centered institution. Called, Capacity Café, the collaborative discussions were part of the college's Achieving the Dream (ATD) initiative. On hand to assist were CCM's ATD coaches Daryl Davis and Mary Spilde. Held in two sessions to increase participation, the discussions focused on the results of the Institutional Capacity Assessment Tool that the CCM community recently responded to as part of the college's ATD work. At the Capacity Café, the CCM community examined ADT's seven institutional capacities and developed action items for consideration. Ideas included: In the area of Teaching and Learning to increase participation in the Center for Teaching and Learning programs; in the area of Engagement and Communication to develop electronic bulletin boards for the college; in the area of Strategy and Planning to define what student success means for CCM; in the area of Equity to similarly develop a clear definition of equity; and in the area of Policies and Practices to make better use of data. Included among CCM's next steps is the development of an ADT webpage to report on the college's ongoing progress in those areas.



## YEAR END LEAVE BALANCE CARRYOVER GUIDELINES

As the fiscal year draws to a close, it is time to refer to your affiliated contract regarding leave plan carryover guidelines. Any unused time remaining in your Personal and Floating Holiday leave plans after June 30 will be forfeited and your new accrual for FY 2019-20 will be added effective July 1.

Each contract has a specific clause regarding Vacation and Comp Time carryovers. Contracts are available online at <https://www.ccm.edu/faculty-staff/contracts/>.

During the week of June 17, the Comp Time Carryover/Payout Request form will be issued to managers and needs to be returned to Human Resources by July 8. Payouts of Comp Time will be made in August.

Also, remember to indicate the new fiscal year's leave time accrual on your timesheet ending July 3.

Should you have any questions, please call Lori Zarandona at ext. 5033.

## HR CORNER

### 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.

**VOYA** representatives John Murray and Mel Martinez will be on campus from 9 a.m. to 2 p.m. for individual appointments on June 11 and July 9. To make an appointment email [johnmurray@voyafa.com](mailto:johnmurray@voyafa.com) or [melchor.martinez@voyafa.com](mailto:melchor.martinez@voyafa.com) or call 609-234-3369 for John or 908-887-3377 for Mel.

**TIAA** representative Tatiana Novozhilova will be on campus from 9 a.m. to 4 p.m. on June 26, July 30, August 15, September 19, October 29, November 15 and December 12 in Henderson Hall, Room 107. Call 800-732-8353 or visit [www.TIAA.org/schedulenow](http://www.TIAA.org/schedulenow) to make an appointment.



## ELECTRICAL SAFETY INSPECTION

A team of Randolph Township and County of Morris Fire and Risk Management auditors will be conducting a campus-wide safety inspection during the week of June 10. Please take a few minutes to ensure your work area and break room comply with the following:

### Extension Cords

- For temporary use only for short periods of time
- Acceptable use: custodian using one with a vacuum
- Unacceptable use: connecting a computer to an outlet

### Power Strips

- Must be plugged directly into an outlet
- Can only be used for low current devices such as computers, printers, etc.
- Cannot be used for microwaves, refrigerators, toaster ovens or coffee machines
- Cannot be plugged into another power strip



## OUCH! NEWSLETTER

This month's OUCH newsletter focuses on the Dark Web. Learn about what it is and how it impacts you.

[Read the newsletter](#)



## LARGE FORMAT PRINTING NOW AVAILABLE ON CAMPUS

The CCM Print Shop recently acquired a large format printer that can print materials as large as 44 inches wide and as long as might be needed. Posters, banners, signs and more can be printed on regular paper, thin plastic and cloth-like materials. "Pretty much anything printed large, we should be able to do," says Gene Van der Toorn, Print Shop supervisor. The only stipulation is that anything large that is needed in significant quantities would be less expensive to have printed by an outside vendor, adds Van der Toorn.

The Print Shop will be testing out several projects over the summer and welcomes your inquiries regarding what the large format printer might be able to handle.



## SUMMER DAY CAMP

Future Stars Day Camp will be using the campus this summer and CCM employees are entitled to a discount.

Learn more at <https://www.futurestarscamps.com/>



## QUIT SMOKING NOW

Liz Hoban, CCM Health Services coordinator, recently attended an intensive training session at Rutgers University to become certified as a Nicotine Dependence Treatment Specialist. Assistance is available to anyone in the CCM community to help with quitting smoking/vaping, etc. with the use of the latest techniques sanctioned by the medical community. These techniques are proven to bear better results than any other method of cessation. Anyone interested can contact Hoban at [ehoban@ccm.edu](mailto:ehoban@ccm.edu) or visit Health Services in CH 266. Services will also be offered to students beginning in the Fall 2019 Semester.



## CCM ALL ACCESS SHOW

On the final CCM All ACCESS show for Spring 2019, meet Loryn Stoler, assistant professor, Chemistry.

[Watch the video](#)



## PURCHASING DEADLINES FOR FISCAL YEAR 2018/2019

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 any legal thresholds have been exceeded 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.

- Promotional Printed Items - **CLOSED**
- Miscellaneous Purchases (excludes repair & maintenance) - **CLOSED**
- Blanket Order Change Request - **CLOSED**
- WB Mason Office Supplies - **CLOSED**
- Blanket Order Releases - **CLOSED**
- Check Enclosed Orders - 6/7/19 (**LAST DAY**)
- Chartwells (Food Service) - 6/7/19 (**LAST DAY**)

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 today.

Note: All requisitions received by the deadline date will be prioritized and processed accordingly. If your requisition is received after the deadline, it may not be processed because Purchasing cannot guarantee a June 30 delivery.

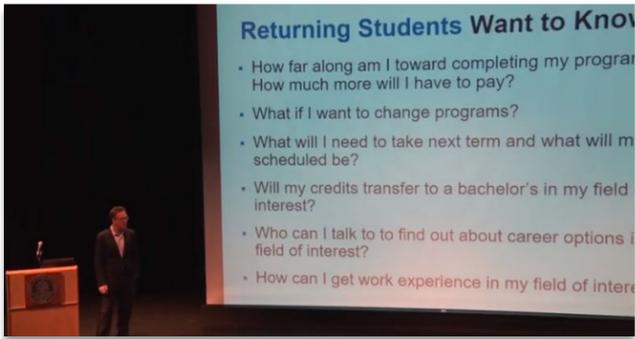
**Prudential** representative Alicia Smith is available for individual appointments. Call 732-428-2314 or email [alicia.smith@prudential.com](mailto:alicia.smith@prudential.com) to make an appointment to discuss ABP or DCRP investments.

**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).

**MetLife/Brighthouse** - representative David Sharpe will be on campus from 10 a.m. to 2 p.m. on June 4 in Henderson Hall room 107. Call 973-575-3254 or email [dsharpe@financialguide.com](mailto:dsharpe@financialguide.com).

**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)



### COLLEGE SUCCESS LECTURE

Last month Davis Jenkins from the Community College Research Center at Columbia University spoke to the CCM community about redesigning community colleges to better provide college and career success for our students.

[View the Lecture](#)



### FREE SUMMER YOGA CLASSES

Professor Trayer Run-Kowzun is once again offering free yoga sessions for the summer. Classes will meet on Tuesdays and Thursdays 4:30 to 5:30 p.m. in HPE 120 from June 27 through August 15.

[More information](#)

### NOTICES FOR CCMEMO

Email material to both Amy Sciuto at [asciuto@ccm.edu](mailto:asciuto@ccm.edu) and Kathleen Brunet at [kbrunet@ccm.edu](mailto:kbrunet@ccm.edu).

Submissions must be received by 3 p.m. Wednesday.

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

### 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 members of the CCM Softball Team were recognized for their amazing accomplishments at a Recognition Breakfast on Wednesday, June 5, in the LRC multipurpose room. Dr. Iacono, Athletic Director Jack Sullivan, Board of Trustees Chair Paul Licitra and Vice Chair Thomas Pepe, VP Bette Simmons and CCM employees celebrated the achievements of the award-winning team, Coach Greg Wardlow and the coaching staff.

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