



May 6, 2022
Volume 2022/652

CCM EVENTS

College Council Meeting

May 10, 12:30 p.m.

Join Zoom Meeting: <https://ccm-edu.zoom.us/j/99162771489>

Meeting ID: 991 6277 1489

Passcode: 995012

Or dial by your location

+1 646 876 9923 US (New York)

Morris County Teen Arts Festival

Friday May 13

8 a.m. – 4 p.m.

Across campus

[Better in Blue Jeans Ball](#)

May 13

6 – 10 p.m.

Alstede Farms

Professional Day (in person)

May 18, 8:30 AM-3:30 PM

Agenda to come

[Commencement](#)

May 20

10 a.m. – noon

Mennen Arena

[Public Safety Visitor's Registration Link](#)



From Community College Daily – May 4, 2022 *Lumina names 10 finalists for \$1M branding prize*

Lumina Foundation has announced the 10 colleges that are finalists for [an initiative](#) to help two-year colleges refine their branding in order to raise their profiles in the communities they serve.

Through its Million Dollar Community College Challenge, Lumina looked for colleges that were already showcasing their students' experiences to help the colleges refine and amplify the message. The finalists will now have until June to submit a video narrative about their college's promise to adult students.

In August, Lumina will select one college that will receive \$1 million for its brand building and strategic marketing. Each of the other nine colleges will receive \$100,000. All the colleges will get technical assistance for their efforts.

The finalists are:

- College of Eastern Idaho
- Community College of Rhode Island
- **County College of Morris**
- Great Falls College Montana State University
- Houston Community College
- Long Beach City College (California)
- Madera Community College (California)
- Madison Area Technical College (Wisconsin)
- Minnesota State College Southeast
- Northwest-Shoals Community College (Alabama)



The Morris County Board of County Commissioners recently presented **CCM** with a Resolution of Honor for assisting county first responders in dealing with the COVID-19 pandemic. Also honored were Saint Clare's Health, Atlantic Health System, Lab Q and C Troop NJ National Guard.

Two CCM students have been named to the 2022 New Jersey All-State Academic Team for their outstanding academic achievements and exceptional service to their communities and the college as members of the national honor society Phi Theta Kappa. The CCM students named to the team are **Peter Balluffi-Fry** and **Samantha Shimabukuro**.

CCMProud of our students!

EOF Virtual Awards Ceremony



EOF held a virtual award ceremony on April 28 for its students, their families, and faculty and staff. The event was very interactive with staff and students speaking about their experiences and gratitude for the EOF program. You can view the ceremony [here](#).

Memorial Day and Summer Schedules



Memorial Day will be observed on Monday, May 30. The college will be closed. The same as last year, full-time employees will have two options for work schedules during the summer. You should discuss the operations for your department with your supervisor. It is expected that every office will have coverage Monday through Friday. Here are the options:

1. The Traditional Summer Hours** begin on June 6 and end on August 26. Full-time employees working Traditional Summer Hours will work Monday through Friday and take a 30-minute lunch period daily and leave 30 minutes early daily.
2. The Compressed Week Schedule. Contact your supervisor to discuss whether your department is observing this schedule. The compressed week schedule is defined below:
 - Effective June 6 to August 19, 2022:
 - Employees scheduled to work **Tuesday through Friday** will be off the following Mondays: June 6, 13, 20, 27, July 11, 18, 25, August 1, 8, 15.**
 - Employees scheduled to work **Monday through Thursday** will be off the following Fridays: June 10, 17, 24, July 1, 15, 22, 29, August 5, 12, and 19.**

Vice presidents and supervisors will determine the final schedules. Here are some examples:

- An employee who works 35 hours a week will adjust their hours to 8 a.m. to 5:15 p.m.
- An employee who works 40 hours a week will adjust their hours to 7 a.m. to 5:30 p.m.

There will be no comp time or overtime eligibility during this summer period.

For the final week of summer, August 22 to August 26, all employees may work the Summer Hours schedule.

** PLEASE NOTE: July 4 will be on a Monday this year. During this holiday week, all eligible employees will observe the Traditional Summer Schedule (see #1 above) and will be expected to report to work on Tuesday, July 5 through Friday, July 8 unless scheduled for time off.

CCM Students Bring a Summer Vibe to the Campus Store



Three CCM Fashion Merchandising students recently created an updated window display at the CCM Campus Store. Using what they learned in the classroom, they applied their design skills

and made a splash with a summer fun window display. Be sure to visit the store to see their work. You also can view a short video about their work on CCM's Facebook page at:

www.facebook.com/countycollegeofmorris/videos/948003189172675/.

Pictured are (l-r) Janice Alverio, Aysia Walker and Kyra Vandenneuvel

Helping Our Neighbors



The Student Government Association and the CareerAdvance USA staff this semester conducted a clothing drive and held a bake sale for Hope Hub. A panel of multiple agencies that work together, Hope Hub provides individuals and families with the help they need to thrive in the community. Chelsea Whiting from Hope Hub came to the campus on Thursday to pick up the clothes and check from the students. Last semester, the students collected diapers for the group.

Pictured (l-r) are Jon-Erik Randazzo, Don Phelps, Chelsea Whiting, Amber Pantiliano, Isabella Petrucci, and Abigail Montello.

Achieve Better Mental Health

Wellness Webinars from Horizon Blue Cross Blue Shield New Jersey

Financial Fitness
Friday, May 6, noon – 1 p.m.

Even with a high-paying job, you can fall victim to cash flow and debt issues. This webinar will address the impacts of financial inaction on individuals and their families, exploring the simple steps necessary for change. [Register Now](#).

Preventing Chronic Disease in Children
Wednesday, May 11, noon – 1 p.m.

Join us for practical tips to get kids of all ages to eat healthy foods, move more and reduce the risk of preventable diseases. [Register Now](#).

The Surprising Impact of Food on Your Mental Health
Wednesday, May 18, 5:30 – 6:30 p.m.

Does your food impact your mood? Yes! Learn how foods affect your physical, mental and emotional health as soon as you eat them. [Register Now](#).

STUDENT SERVICES

The Library
[In-Person and Remote Service](#)

Online Tutoring Center
For more information, click [here](#).

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 speak with the representatives.

AIG (formerly VALIC) representatives MaryAnn Bradford and Tom Napier are available for individual appointments.

Select this link for contact information [County College of Morris Quick Links](#)

[Click here to schedule a virtual meeting or phone appointment](#)

Equitable representative Marc Sheridan is available at 908-230-2042 or email Marc.Sheridan@equitable.com

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

MetLife/BrightHouse representative David Sharpe is available at 973-575-3254 or email dsharpe@financialguide.com.

Prudential

Call 732-428-2314 or email alicia.smith@prudential.com to make an individual appointment to discuss ABP or DCRP investments.

Contact TIAA's National Contact Center at 800-842-2252 for questions and counseling.

Voya representative, John Murray is available to help you with your retirement account. To schedule an appointment call (609) 234-3369 or email johnmurray@voyafa.com

NOTICES FOR CCMEMO

Email material to Kathleen Brunet at kbrunet@ccm.edu.

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

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

For employees working a compressed week, please note the following information which should be reflected on your timesheets:

Employees Whose Regular Schedule is 35 Hours

One workday will be counted as 8.75 hours with a 30-minute lunch period.

A full day off during this period will be counted as 8.75 hours.

A week's vacation will be counted as 4 days (35 hours).

Employees Whose Regular Schedule is 40 Hours

One workday will be counted as 10 hours with a 30-minute lunch period.

A full day off during this period will be counted as 10 hours.

A week's vacation will be counted as 4 days (40 hours).

Morris County Teen Arts Returns to CCM

On Friday, May 13, the Morris County Teen Arts festival will return to the CCM campus as a live, in-person event. The festival will run from 8:30 a.m. to 3 p.m. and will bring over 500 middle- and high-school student artists and musicians from Morris County to our campus. This



year's festival is centered on a theme of "Arts for Change" and asks students and faculty alike to consider the important interconnections between art and community and the power of art to foster communication and positive social change. The festival will kick off this year in the HPE gymnasium where attendees will be welcomed and inspired by the inaugural Teen Arts Visiting Artist – New Jersey based photographer and community artist and activist Erik James Montgomery.

At 10 a.m., the group will break out into scheduled performances, exhibition spaces and workshops. The LRC gallery will feature an interactive photography exhibition/workshop organized by the visiting artist, while LRC 101 will feature an ongoing digital exhibition of student work. In addition, a wide array of activities for festival students will be provided by CCM faculty, visiting artists and CCM students. Offered will be everything from virtual reality to creating in the skies with drones, to tips on auditioning and interactive improvisational theatre, to outdoor yoga sessions and workshops in environmental sculpture. In addition to the scheduled workshops, there will be many drop-in 'happenings' spread throughout the campus. Wander the marked pathways and you will find chalk drawing, "wishing trees," a hands-on animation station, an interactive post-it note collaboration, a poetry pharmacy, an open mic coffee house, lawn games, a scavenger hunt and more.

There truly will be something for everyone at this year's festival. Come on out, listen to the music, view the art, and support the student artists in our community. Interested in helping or supporting the festival? Email, teenarts@ccm.edu.

Purchasing Deadlines for "01" General Fund Accounts

Deadline dates for FY 2022 purchase requisitions are established to ensure that the Purchasing department

The Latest on COVID-19 and the COVID-19 Vaccines Friday, May 20, 1 – 2 p.m.

Interested in learning about the latest COVID-19 and vaccine news? Join us as we sit down with a doctor for a Q&A covering the newest info about the virus, the COVID-19 vaccines and the most recent available data and science. [Register Now](#).

Eating Disorders: What Do I Need to Know? Tuesday, May 24, noon – 1:00 p.m.

More than 30 million Americans will develop an eating disorder at some point. In this session, we'll explore symptoms of common eating disorders and dispel myths so that you can better understand these often-misunderstood conditions. [Register Now](#).

Virtual Reiki Session Thursday, May 26, 7 – 8 p.m.

Join us for a virtual reiki session where we'll open the energy blockages in the body to help you sleep better, be less stressed, improve your emotional health and relax more. [Register Now](#).

To watch a recorded webinar, visit [HorizonBlue.com/njwellwebinars](https://horizonblue.com/njwellwebinars).

CCM All Access

The latest episode of CCM All Access features Jack Sullivan, director of Athletics. You can watch it here: <https://youtu.be/7AvzFjyoRI4>

A New Health Benefit Plan

The School Employees Health Benefit Program (SEHBP) is introducing a new plan with a July 1, 2022 effective date. The SEHBP – Garden State Health Plan is being offered as a result of new state legislation and is available to active employees, new hires and pre-65 retirees. The special enrollment period is May 2 – May 20. To learn more about the Garden State Health Plan, the Aetna Whole Health – New Jersey network, and the extras you receive, take part in a virtual information session. To register, click [here](#).

Leave Balance Updates

Each year at this time, employees are asked to check their leave balances against the records maintained through Human Resources and Payroll to ensure their records match so that time is



not lost when the new fiscal year begins July 1. Individual department reports will no longer be distributed because employee leave balances are available on Titans Direct.

Full-Time Employees

Leave balances for full-time employees have been frozen as of March 9. This date can be found in Titans Direct in the "Please Note" blue area above the Leave section. Full-time employees should review their timesheet balances as of this date and advise HR if you have any discrepancies compared to the time shown in Titans Direct. If your records match, you do not need to do anything. **If you have a discrepancy(ies), please email Donna Barnes in HR at dbarnes@ccm.edu by today.** The email should state the leave plan(s) and the amount of the discrepancy(ies).

As a reminder, employees may carry over vacation days and compensatory time according to their individual contracts and should refer to their respective contract for details. Below is a summary:

AAPE:

has adequate lead time to procure all goods and services for the current fiscal year. If the Purchasing department is currently seeking quotes or proposals for goods and services for your department, it will make sure that information is returned to you ASAP so you can create a requisition.

Please take note of the following deadlines.

Miscellaneous Purchases (excludes repair & maintenance) – 5/13/22

Blanket Order Change Requests – 5/27/22

Food Service Orders – 5/27/22

Blanket Order Releases – 6/3/22

WB Mason Office Supplies – 6/3/22

Check Enclosed Orders – 6/3/22

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, monitor your remaining balance to ensure that your release is not flagged as an “Unauthorized Purchase.” All releases must be processed no later than 6/3/22.

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. The college is experiencing long delays due to the current supply chain issues.

Vacation Maximum Carryover: Employees hired **AFTER** 5/22/10 may carry forward accrued vacation up to the equivalent of one year of earned vacation; Employees hired **PRIOR** to 5/22/10 can carry over up to 44 days.

Comp Time Maximum Carryover: 35/40 hours on June 30. An employee may request permission to use excess hours in July or August.

CCMSA:

Vacation Maximum Carryover: Earnings for one year (accruals vary with years of service)

Comp Time Maximum Carryover: 35/40 hours on June 30. Employees with at least 10 years of continual service may request to use remaining excess hours in July or August.

MANAGEMENT:

Vacation Maximum Carryover: Employees hired **AFTER** 5/22/10 may carry forward accrued vacation up to the equivalent of one year of earned vacation; Employees hired **PRIOR** to 5/22/10 can carry over up to 44 days.

CONFIDENTIAL ADMINISTRATIVE SUPPORT STAFF:

Vacation Maximum Carryover: *Earnings for one year (accruals vary with years of service)*

Comp Time Maximum Carryover: 35 hours on June 30. Employees with at least 10 years of continual service may request to use excess hours in July or August.

Part-Time Employees

For part-time employees, balances are as of the current pay period and are updated each time payroll is run. Accruals for part-time employees are based on hours worked and accrued each pay period. Therefore, balances are always current and part-time employees do not need to do anything. Part-time employees use is limited to no more than 40 hours in any fiscal year and may carry over.

SOCIAL MEDIA

Help us communicate all of the good things happening at CCM by liking, sharing or commenting on the college's social media posts and pages.

