



Quarterly Update

Convocation 2006

"Leadership Yesterday and Today"

IN REMEMBRANCE



The College is deeply saddened by the deaths of two (2) employees who will be greatly missed.

On July 4, 2006, Irene James, Director of Development, died after a lengthy illness. Irene began her ECC career on February 24, 1997, as a Grants Manager. She was responsible for identifying and obtaining grant opportunities and other sources of external funds for the College.

On July 7, 2006, Barbara Squire, Administrative Assistant for Public Safety, died after an extended illness. Barbara began her ECC career on September 24, 1981, as a Dispatcher. In her current position, she provided overall administrative support for Public Safety.

CHANGE OF BENEFICIARY



"Who will get your \$\$?"

We in Human Resources cannot emphasize enough the importance of keeping your beneficiary information up-to-date.

Employees need to sit back and consider their personal situation *TODAY* and not yesterday. Who is important in my life at this minute? Did someone die who was important to me? Did my marital or dependent status change? The answers to these questions will lead you to your named beneficiaries who are listed on personal documents and/or work records. Make this review a part of an annual update of *YOU*. Do not put off this easy review.

More than one person can be named as a beneficiary and an employee can change their beneficiary whenever and as many times as necessary. To make this an easy process, the Designation of Beneficiary Form, which is on the college web site, can be accessed by going to the Human Resources section and then to online forms. To stress the importance of this matter, we have included a copy of the form with this newsletter. Complete the form and return to the Human Resources Department. **DON'T DELAY** – Give yourself a clean conscience and a good feeling about yourself.



PERFECT ATTENDANCE

Essex County College is proud to acknowledge five (5) support staff employees who have maintained perfect attendance for the fiscal year 2005/2006. Please join us as we salute:

Ruth Caldwell, Public Safety

Ramon Candelaria, Facilities Management

Linda Crayton, Enrollment Services Express

Michael Jefferson, Public Safety

Youssef Yassine, Facilities Management

Congratulations colleagues, we are proud of you!

EMPLOYEE RECOGNITION

The year 2006 brings 78 employees celebrating 30, 25, 20, 15, 10 and 5 years of service. We also added nine employees to the rank of 35 years of service. Congratulations to all! These employees will be recognized on Thursday, October 26, 2006, at the College's annual Employee Recognition Reception.

These honorees are listed on our Anniversary Boards located at the Main and West Essex campuses, Police Academy, Center for Technology, and Child Development Center. Extend your hand in congratulations to your co-workers on their achievement.

EMPLOYEE BENEFITS FAIR MEDICAL OPEN ENROLLMENT



Don't miss this **ONLY** opportunity to change your health carrier. The annual open enrollment period for the State Health Benefits Program begins October 1 and ends on October 31, 2006. Information pertaining to any changes in health coverage will be made available in early October by way of a mailing to all covered employees.

For the convenience of employees, an Employee Benefits Fair has been scheduled for Thursday, October 19, 2006, in the Essex Room between the hours of 10 AM – 2 PM. Employees will be able to pick up information on the medical providers for year 2007, browse the networks, or make a change to their current medical coverage.

Representatives from our supplemental insurance, long term care, credit union, investment carriers, and banks offering workplace banking will be on hand to discuss their programs. This will be your opportunity to learn about your benefits and take advantage of programs that are offered to all employees.

This Fair has been designed to bring all of these available services to everyone in a *One Stop Shop* atmosphere. *Take advantage!*



MEDICAL COVERAGE CHILDREN AGE 23

Employees with dependents reaching the age of 23 this year are automatically notified by the Human Resources Department of their medical and dental cancellation dates. Medical coverage for these dependents will cancel effective January 1, 2007.

New legislation was signed into law this year which provides for the election of continued coverage for certain dependents until their 30th birthday. As soon as detailed information is received, employees will be notified. Employees can keep abreast of this legislation by visiting www.state.nj.us/treasury/pensions.

DENTAL COVERAGE

Don't forget that dental coverage begins at age 2 for your dependent children. If your dental record needs updating, be sure to do it now.

Dental coverage ends for a dependent child at age 23. If a full time college student, the dependent child is required to complete the Student Document Verification Form for the Fall 2006 semester. This form can be found by going to www.essex.edu and then to the web services link for Delta Dental.

As a reminder, dependents between the ages of 19 – 22 who are not full time college students do not qualify for dental coverage.

IDENTIFICATION CARDS PARKING DECALS

All employees must present a College identification card when entering the building. Year 2007 stickers and parking decals can be obtained from Public Safety on the second floor of the Main Campus. Employees are required to present their driver's license, car registration, and insurance card before a decal will be issued. If you have lost your ID card, a \$6.00 replacement fee is required. Should you lose your gate access key card, it will be replaced at a \$10.00 fee.

SUPPLEMENTAL RETIREMENT ANNUITY (SRA) 403(b) and 457(b) DEFERRED COMPENSATION UPDATE



Effective January 1, 2007, annual limits will increase as follows:

- Up to \$15,500 for participants under age 50.
- Up to \$20,500 for participants age 50 and over.

This means that for year 2007, a participant under age 50 may save \$31,000 and a participant over age 50 may save \$41,000 on a before tax basis if enrolled in both programs.

Any employee interested in making a change in contribution level for January 1, 2007, must do so prior to November 27, 2006. The Salary Reduction Agreement Change Form can be found on the college website.

EMERGENCY EVACUATION PROCEDURES



- Stay calm. Do not rush or panic.
- Safely stop your work.
- Gather your personal belongings to take with you.
- Close your office door – do not lock it.
- Use nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Proceed to a designated evacuation meeting point.
- Wait for instructions from emergency personnel.
- Do not re-enter the building until instructed by emergency personnel.

Full details can be viewed at www.essex.edu under Public Safety.

EMERGENCY CLOSING

If inclement weather or other emergencies force the closing of the College, the announcement to shut down for the day will be made over local radio stations WINS-1010AM, WCBS-880AM, and television channels 2, 4 and News 12 NJ.

Also, each department has a snow chain system. Make sure you understand your area's snow chain rules. The telephone number you submit must be correct in case of an emergency.

EMPLOYEE BENEFIT PROGRAMS

Take advantage of the following programs that are offered to all employees:

- Direct Deposit
- NJ Transit Business Pass
- 403 (b), 457 (b), SACT
- Credit Union
- US Savings Bonds
- Voluntary Short Term Disability
- Voluntary Long Term Care

ECC PROFESSIONAL TRAINING INSTITUTE CONTINUES

The ECC Professional Development Training Institute will be embarking on its second training series for the new fiscal year 2006/07. The focus of the customized training computer classes is designed to train and educate the college community on ways to increase overall productivity and efficiency, reduce paperwork and deliver quality, professional results both within the workplace and with outside agencies. The Microsoft Applications training series which started last year was created on a needs basis in response to a college-wide survey of required basic computer skills needed to improve operations in today's workplace. The scheduled training will be: Windows Operating System, Word, Excel, Access, PowerPoint and Outlook. The interactive seminars are scheduled to begin in October with a new group of employees.

HOLIDAY CLOSING

December 22, 2006 – January 1, 2007
We return January 2, 2007.