

The CCMemo

COUNTY COLLEGE OF MORRIS
Volume 2010 / 127

Employee Newsletter
August 13, 2010

Upcoming Events

TIAA-CREF

August 19

9 a.m. - 5 p.m., Henderson Hall, Room 107

Schedule an appt. to meet with Ana Pfalzgraf at www.tiaa-cref.org/events or call 1-877-658-4221.

Blood Drive

August 17 - 8 a.m. - 2 p.m.

Health Services is sponsoring mini-blood drives with the Blood Center of NJ. The Blood Mobile will be located in parking lot #6 on the date listed above. Appointment not necessary.

Fall Semester Begins

August 30

Drama Auditions

"Angels in America"

August 31 and September 1

6 p.m., SCC, Dragonetti Auditorium

It is strongly recommended that you review the script prior to the audition.

Show dates: November 18 - 20.

Wonders of the Universe

August 13 and 14

Longo Planetarium

The newly renovated Longo Planetarium is doing great. The August 13 and 14 shows "Wonders of the Universe," are SOLD OUT!

Student Email Responses

Periodically students will communicate with CCM faculty and staff from their personal home email accounts. In keeping with the Records Management standards of CCM, electronic communications are considered official college records and to assure maximum protection from liability for the college and its employees, do not respond to the students' personal email addresses; respond instead to their CCM email account.

The Office of Student Development and Enrollment Management suggests the use of the following response to students on emails received from other than the CCM email account, followed with a detailed response to their CCM email account:

In the future, when conducting business with any department from CCM, please use your CCM student email account as that is the only way we will communicate with you electronically. I have sent a more detailed response to your inquiry to that address. All follow-up responses will be sent to your CCM student email only. You may access your CCM student email account directly from the homepage of the college's website at www.ccm.edu.

The Center for Teaching Excellence (CTE) has put together a tutorial on creating this message as a "signature" in your Outlook and Outlook Web Access to allow for easy response using only a few clicks of your mouse. Those tutorials and accompanying PDF documents may be found at the CTE Library: Education Technology Resources or you can access it directly via <http://www.ccm.edu/cte/edutech.aspx>. The videos are under Microsoft Office How-Tos. If you need additional assistance creating a "signature" message, contact the Help Desk or CTE.

Thank you for addressing this important matter.

Painting Shows

Artist: Jane Biron

"Vacation"

Through September 4, Headquarters Plaza

"New Works"

Through September 4, Willow River Gallery

For more information, e-mail jbiron@ccm.edu or call ext. 5043.

Musical Auditions

"Phantom of the Opera"

September 2 and 7

7 p.m., SCC, Dragonetti Auditorium

Come prepared to sing, dance and read.

Show dates: November 3 - 6.

Save the Date - September 20 CCM Scholarship Golf Outing

View complete information at
<http://www.ccm.edu/golfouting>.

Fall 2010 Student Employment

The last day of summer employment for student aids is Wednesday, August 25. Students who want to work after that date must go to Career Services in room B236 to complete the necessary paperwork and obtain academic year work assignment forms to give to their supervisors.

NOTE: Department Supervisors must submit requests for student aides before any students will be rehired.

Finally, remind all of your student aides that once the semester begins, they cannot work during times they are scheduled to be in class, even if the class is cancelled.

For more information, call ext. 5245.

CCM Introduces Sustainable Practices Certification Program

Information Session Scheduled for Sept. 7

Green jobs are growing, offering new opportunities for people looking to build or retool their careers in this expanding area of the economy. In response to the growing need for "Green Collar" professionals, the Division of Corporate and Community Programs at CCM has developed a Certificate in Sustainable Practices program.

An information session on the new certification program will be held Tuesday, Sept. 7, from 5 - 7 p.m. in Cohen Hall, Room 261.

The four-course program provides students with training in managing energy and water consumption, sustainability reporting, meeting profit and environmental goals, and environmentally preferred purchasing. Three of the courses have an online option.

The certificate program is geared toward individuals looking to take their career to a new level, in-transition white collar professionals seeking to differentiate themselves in the market, municipal employees committed to Sustainable Jersey or other green efforts, and participants in the American College & University Presidents' Climate Commitment.

Another course, Transition from White Collar to Green Collar, helps educate individuals about making the career change to green positions. For more information, call ext. 5187.

Friendly Reminders

- **New CMP classes for fall 2010**

Three additional courses have been added to the Fall 2010 IT Department schedule.

CMP 110, Intro to Data Processing, section 80236, Monday/Wednesday, 12:30 - 1:45 p.m.

CMP 113, Computer Concepts & Problem Solving, section 86566, Monday, 12:50 - 2:30 p.m.

This is a hybrid course that meets on Mondays

CMP 203, Computer Applications, section 86139

This is an online course.

- **Exterior and interior window washing**

During the weeks of August 21 and August 27, our contractor, Specialty Maintenance, will be on campus cleaning windows. Please make sure that all items are removed from your windowsills so the windows can be properly cleaned. If any windows are missed or if you have any questions pertaining to this project, call ext. 5506.

Swap and Shop

For Sale: Antique Book Binding Press, great condition, iron, pretty heavy, \$250. Call Patrick Gallagher, 973-361-3533 or email pgallagher@ccm.edu.

For Sale: Car Carrier-- Karrite rooftop clamshell-style. 5'X3'X16" Has lock. Very good condition. For use with a car rack. Ideal for vacations, camping, returning a student to campus. \$75. Call Noel at 973-267-4587.

For Sale: Used VHS video movies and popular author paperback fiction novels \$1 each. Call or email Barbara for a complete title list of each. 973-328-5059 or bcapsouras@ccm.edu

For Sale: 1960 Pontiac Ventura, 4 door hardtop. Original owner. 52,000 miles, white with red interior. \$4,000. Email gfaro@ccm.edu or call ext. 5129.

House For Sale: 3 Bd, 2 full bath Ranch style - Byram Twp. in north side of Cranberry Lake area, (20 minutes from CCM), nestled back in Allamuchy State Forest on a small cul-de-sac, no traffic. Very new, 5 yr. old construction under 10 yr. Home Warranty, large yard, 4 lots in 1, ¾ acre with woods surrounding, very private, circle driveway. Move-in condition, bright and sunny double hung windows, eat-in kitchen with oak cabinets, large center island, patio doors to deck. Side by side frig. with water/ice access, smooth electric stove, dishwasher. All appliances, incl. furnace, 5 yrs old. Huge basement partially finished. Reduced: \$279,500. Address: 4 Spruce Trail, Andover, NJ. Photos on Craig's List, or GSMLS.com #2778472. Call 973-879-1060.