

The CCMemo

COUNTY COLLEGE OF MORRIS
Volume 2011 / 168

Employee Newsletter
June 24, 2011

Upcoming Events

Shapes in the Sky

June 25

11 a.m., 1 and 3 p.m.

This is part of a series of programs especially for children ages 3 to 7, with stories and fun for every age!

New Student Orientation Program 2011

Looking for Assistance from Past and Current Students

The Office of Campus Life is looking to recruit students to assist at the "First Year Information" Student Orientation Program in August. We are looking for past and current students that would be willing to share their college experience with our new students through a panel and informal interaction during the program. Interested students would be paid \$35 from 9 a.m. until 1 p.m. on any of the following days; August 2, 3, 9, 11, 16, 18, 23 and/or 25.

Click here to download the student leadership application.

If you have any questions, contact Don Phelps in the Office of Campus Life at ext. 5225 or dphelps@ccm.edu.

CCM Dance Program Featured on YourMorris.com

Video Features Students and Professors Sharing Their Perspectives

The Dance Program at County College of Morris now has a stage on the YourMorris.com website. YourMorris.com and MyBergen.com have produced a short video on the program featuring students and faculty, along with footage from classes and rehearsals. The video can be viewed on YourMorris.com and on YouTube

Work Related Accident, Injury or Illness Procedures

- Employees
 1. Report job related accidents, injuries or illnesses immediately to your supervisor or, in his or her absence, to the designated person in charge of your area.
 2. All medical providers must be assigned by the College. Do not visit your personal physician.
 3. Keep your supervisor informed of your return to work status after your visit to a medical facility and provide copies of all medical notes to the Office of the Vice President for Business & Finance, HH201.
 4. Any recurrence of a job related injury or illness must be reported to your supervisor immediately.
- Supervisors
 1. Refer any employee with a job related injury or illness to Health Services at ext. 5160 or, if they are unavailable, to Public Safety at ext. 5550.

For full text of Policy and Procedure, refer to Business and Finance Policy and Procedure 13.02.01 (Employee Work Related Accidents, Injuries or Illnesses, Reporting Requirements-posted on www.ccm.edu/spider).

Friendly Reminders

- **CCM Team for Verizon 5K**

The race is being held at Headquarters Plaza in Morristown on Thursday night, July 14, at 7:30 p.m. The 5K (3.1 miles) race is Morris County's largest fitness event with over 3,500 participants last year. People of all athletic abilities, including walkers and slow joggers, are welcome to join our CCM team. For more information, and to register, click here and follow the registration link to "Registration," "Company Team," and "Company Team - Individual Pays."

- **Stipends/Salary Authorization Memos for Fiscal 2011**

All employee stipend payment requests for services performed in Fiscal Year 2011 (work done prior to July 1, 2011) must be received in HR for approval by July 7, 2011 in order to be processed in the payroll of July 14, 2011. These payments will be charged to the Fiscal 2011 budget. Any stipends that are not processed by the above cut-off days will be charged to the new year's budget for Fiscal 2012.

- **Comp Time Payout**

The annual Comp Time Payout forms for AAPF and CCMSA will go out, via email, the last week of June. This is later than in the past so an employee can better judge any time that may be earned or used by fiscal year end. If you have any questions, feel free to contact Lori Zarandona in Human Resources at ext. 5033.

- **Deadlines for Expense Reimbursement**

July 8, 2011 will be the last day to submit to the Accounting/Bursar departments any petty cash and expense/travel reconciliations and reimbursements for fiscal year 2011.

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Updated Interactive "Graphic Design Request Form"

The link to the form on Spider is <http://www3.ccm.edu/spider/article.asp?thisHeadline=74&thisDept=Communications%20and%20College%20Relations> or click here.

You can click on a few links to websites and a couple of email addresses. You can also fill out the bottom section on your computer. As always, **please fill in ALL FIELDS** of the form. If you are not an Adobe Form Author, you still need to print and "snail-mail" it to Gina Garcia at [ggarcia@ccm.edu](mailto:garcia@ccm.edu).

Note that page one is a production guide for your reference. The actual request form is on page two.

Interesting Websites

Source: From The Scout Report, Copyright Internet Scout 1994-2011. <http://scout.wisc.edu/>

With the release of Google Map Maker, users can contribute their own spatial knowledge. In the previous millennium, those folks who wanted a high-quality map of their area might have had to go purchase or borrow an actual physical map. In recent years, online mapping tools and resources have sprouted like mushrooms after a hard rain. With all of that in mind, it is not so surprising that Google announced that it is allowing users to contribute changes to their very popular maps. This tool is called Google Map Maker, and it has already been used in some 183 countries and regions around the world. With this tool, users can add names and descriptions of areas in their community. They can also add various features such as pedestrian trails and parks. Google employee Lalitesh Katragadda said that the goal of the project is to make "living and breathing" maps, and that users with full editing

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Friendly Reminders

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- If you would like to enter requisitions for FY11/12 Blanket Orders and Maintenance Contracts, the budgets are available. Please remember to enter 7/1/11 as the requisition date so the funds will be encumbered in the correct fiscal year.
- The last day to order supplies through the warehouse will be Monday, June 27. Any questions, please call ext. 5048.

Kudos

Associate professor of philosophy, Dr. Kenneth Shouler will be presenting a paper at the Sixth Annual Iona-UConn Summer Symposium on International Business, Economics, Environment and Education at Iona College on June 25. Shouler will be speaking on the Moral Agency of Corporations: Stockholder & Stakeholder Views of Corporate Moral Responsibility.

Swap and Shop

For Sale: 2006 Jeep Cherokee Laredo, white, 94,000 highway miles; good condition, interior recently shampooed. \$10,000 negotiable. Call 973-347-2289.

For Sale: 12 piece patio set with 60 inch square tempered glass table with forest green edge, 8 matching sling back chairs plus umbrella with stand and small round side table. (excellent condition) originally \$2,000. Asking \$400. Call Janice at 973-886-6169.

For Sale: Franklin wood-burning stove, black, in good condition and fireplace tools. Asking \$200. Call Teddy at 973-398-1624.

Interesting Websites

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privileges and approval will see their updates go live "in minutes." It's an exciting project, and while it does mean that Google is essentially getting free labor for this project by dedicated individuals, it also means that Google will have to keep a close eye on disputed areas from Pismo Beach to Portland, Maine.

The first link will take users to a CNET news article that includes commentary from Google employees about the new Google Map Maker tool. The second link will whisk users away to a piece from Wired "Epicenter" column about the intriguing new initiative and how Google hopes to use this information. The third link leads to piece by Jennifer Valentino-Devries, writing for the Wall Street Journal's "Digits" blog, about this new development on the user-generated data front. The fourth link leads directly to Google Map Maker and visitors should feel free to start contributing to this project. The fifth link leads to an old-school collection of wonderful 19th century railroad maps from the American Memory Project at the Library of Congress. The final link leads to the David Rumsey Map Collection homepage, and this will be quite a treat for cartographers, historians, and geographers everywhere.

Google: Map your own neighborhood
http://news.cnet.com/8301-19882_3-20055063-250.html

Google Wants You To Complete its U.S. Map
<http://www.wired.com/epicenter/2011/04/google-maps-us-edit/>

Now Users Can Help Edit Google Maps
<http://blogs.wsj.com/digits/2011/04/19/now-users-can-help-edit-google-maps/>

Google Map Maker
<http://www.google.com/mapmaker>

Railroad Maps Collection
<http://memory.loc.gov/ammem/gmdhtml/rrhtml/rrhome.html>

David Rumsey Historical Map Collection
<http://www.davidrumsey.com/>