

The CCMemo

COUNTY COLLEGE OF MORRIS
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Employee Newsletter
September 16, 2011

Upcoming Events

2011 CCM Scholarship Golf Outing

September 19
Knoll West Country Club, Parsippany

The United States Navy Band

September 20
12:30 p.m., Student Community Center

Art Exhibit:

Ralph The Square Nosed Rhino

Through September 23
CCM Gallery

Denise DeVone, a member of the faculty, is showing her original book illustrations. The book, *Ralph The Square Nosed Rhino*, written by Craig Babcock, is intimately rendered and a very enjoyable read for all.

TIAA-CREF on Campus

September 27, 9 a.m. - 5 p.m., HH 107
October 13, 9 a.m. - 5 p.m., HH 107
October 26, 9 a.m. - 5 p.m., LRC 115
November 8, 9 a.m. - 5 p.m., HH 107
December 8, 9 a.m. - 5 p.m., LRC 115

RSVP to register at www.tiaa-cref.org/letstalk1
or call 877-658-4221.

De-Stress Fest at CCM

October 4
11 a.m. - 3 p.m., Student Community Center

The day's events will include:

11 a.m. - 1 p.m. and 2 - 3 p.m. - **Scavenger Hunt**

11 a.m. - noon - **African Drum Circle**

11 a.m. - 1 p.m. - **Chair Massage**

12:30 - 1:30 p.m. - **Yoga and abs**

12:30 - 1:30 p.m. - **Mindful Meditation**

1 - 2 p.m. - **Panel Discussion**

2 - 3 p.m. - **Ultimate Nutrition**

No-Cost Funding for Customized Employee Training and Enhanced Productivity

CCM Center for Business and Technology Available to Assist Area Businesses

County College of Morris (CCM), as a recommended training provider for the New Jersey Department of Labor, is available to assist Morris County business owners with obtaining customized training grants to upgrade the skills of their employees.

The Center for Business and Technology at CCM can help business owners with developing and writing grant applications to tap into the New Jersey Workforce Development Partnership customized training program. Once grants are awarded, the center then will implement a one-year on or off-site training program designed to meet the specific needs of qualifying businesses. The program is designed to help businesses reduce costs, increase competitiveness, increase productivity, increase innovation and reduce turnover.

The customized training grant covers the costs of developing the course topics selected by business owners, class materials and instructor delivery.

As part of the application process, the Center for Business and Technology will work with companies to help them identify their individual training needs. Class instructors utilized by the center all possess relevant industry experience and are adept at working with adult business audiences.

The customized training grant program is administered by the Division of Workforce Grant and Program Management, Office of Grants Operations, Customized Training Unit. All awards are made subject to the availability of funds.

The Center for Business and Technology at CCM is a training organization that provides a wide portfolio of training services for businesses including customized training grants. Other services include curriculum development, certificate programs and customized training.

For more information on the grant program or the center's other services, contact cbt@ccm.edu or 973-328-5188.

September 11th Remembrance Ceremony

On September 12, 2011, a ceremony was held at County College of Morris (CCM) to commemorate the 10th anniversary of the attacks of September 11, 2001. The ceremony included music provided by the CCM Chamber Choir, poetry by Professor Sander Zulauf, remarks by Kyle Stallings on behalf of the students and music by Professor Richard Gradone. This ceremony served as a closing for the September 11th display in the Student Community Center that featured a quilt that was made by our students to commemorate the event. View photos at <http://www.ccm.edu/sept11>.



CTE Workshops

Individual Grants

September 22 at 9:30 - 10:30 a.m., LRC 140

This workshop will focus on:

- Researching grants for individuals
- Searching and navigating the database
- Creating lists of top funders
- Using the tools available from the Foundation Center, NY.

Excel Basics

September 28 at 1 - 2 p.m., SH 120

Excel is a computerized spreadsheet to evaluate/analyze information. The hands-on workshop covers: the Excel screen, menu, and icon; data entry and arithmetic; formatting; saving files; and quitting Excel.

Using Track Changes and Comments in Microsoft Word to Grade Papers On-Line

September 29 at 12:30 - 1:30 p.m., SH 120

This is a hands-on workshop for faculty on how to use the Track Changes and Comments features in Microsoft Word to grade students' papers online and provide feedback by inserting comments directly into the documents.

NOTE: Each participant should bring (or be able to access) a digital sample student composition to work on during the workshop.

Register at <http://www.ccm.edu/cte>. All sessions that lack sufficient enrollment will be cancelled.

A Celebration Honoring Dr. Edward J. Yaw

On the Occasion of His 25th Anniversary as President of CCM

On Thursday evening, October 6, the CCM Foundation will host a program followed by a dinner honoring Dr. Edward J. Yaw on the occasion of his 25th Anniversary as President of CCM. Dr. Yaw became president of the college in September 1986.

The program – free and open to all members of the CCM Community – will take place at 7 p.m. in the Dragonetti Auditorium. The program will consist of remarks by several speakers, a presentation of honors and proclamations, as well as a brief video presentation on Dr. Yaw's career at CCM. All are invited.

Following the presentation at 8 p.m. a dinner will be held in the Davidson Rooms. All proceeds from the dinner will go to support our scholarship program. Tickets are \$150 per person.

The link to both the invitational brochure and online reservations via PayPal is <http://www.ccm.edu/donate/yaw.asp>.

Should you not be able to attend this fundraising event, there will be other campus events and opportunities to congratulate Dr. Yaw on his 25 years as president of County College of Morris.

Warren County Poetry Festival

On September 24, English Professor Sander Zulauf, poet and editor of the *Journal of New Jersey Poets* at CCM, is an "Honored Poet" at this year's Warren County Poetry Festival. He is being recognized for his life in poetry in New Jersey along with the past and current directors of the Dodge Foundation Poetry Festivals, Jim Haba and Martin Farawell. Many outstanding nationally-recognized poets will be there reading with him, including Toi Derricotte, Mark Doty (a chancellor of the Academy of American Poets), and Marie Howe, as well as Maria Mazziotti Gillan, Joe Weil, Lyn Lifshin, Stanley Barkan, and Laura Boss. The festival is free and open to the public.

To view the day's schedule and complete details [click here](#).

Note to Colleagues

On October 1 my family and I will join one of our dearest friends in a walk for the cure of Multiple Myeloma which he is battling. If you are interested in making a donation to this cause, please access the link below. Thank you for your consideration, Kathy Avola, ext. 5014.

http://support.themmr.org/site/TR/RaceforResearch/General?px=1531175&pg=personal&fr_id=1300

Accepting Promethean 2011-2012 Submissions

A new academic year is upon us, and the talented students who design and produce the County College of Morris art and literature publication, *The Promethean*, are looking for exceptional art and design for this year's edition. It's a great opportunity to be a part of this award-winning publication that showcases the best the college has to offer. Any individual currently enrolled or a part of the CCM community is welcome to submit original art.

Art created in any media or technique will be considered. Any three dimensional objects need to be photographed (preferably digital) and burned to a CD. Computer-based art should be submitted on disk. Flat art such as paintings, drawing or other items may be either submitted as-is or photographed. All original artwork will be returned to the creator. Each item needs to be accompanied by a completed submission form. Download the form at <http://www3.ccm.edu/pdf/PrometheanArtSubForm.pdf>. Please download and make as many copies as you need.

Drop off the materials in the Visual Arts office DH 201. Anything on disk may be put in Kathy McNeil, advisor, Promethean, mailbox. Oversized originals should be placed in a portfolio for that purpose located in the office. Additional forms will also be available in that portfolio. Materials should be submitted as soon as possible to meet the publication deadline.

Swap and Shop

For Rent: Condo in Dover, Fox Hill Dr., 2 bedroom, 1 bath, parking, laundry, storage area, water and heating, A/C, with or without furniture, \$1,300. Call 973-668-5865 or email jsarmiento@ccm.edu.

For Rent: Condo in Morris Plains, Mountain Club, Route 10 E, 1 bedroom, 1 bath, parking, laundry, storage area, water and heating, A/C, swimming pool and gym, \$1,100. Call 973-668-5865 or email jsarmiento@ccm.edu.

Helpdesk Hours and Problem Solving

The hours of the Helpdesk are:

Monday - Thursday, 8 a.m. - 9:30 p.m.

Friday, 8 a.m. - 4:30 p.m.

Saturday, 9 a.m. - 5 p.m.

Here are some instances when you might need to contact the Helpdesk by calling ext. 5600 or emailing helpdesk@ccm.edu:

- If you are having a problem with your computer/laptop or need your new computer/laptop setup,
having a problem with your printer or need your new printer installed,
having a problem with any "college supported" software that has been installed on your computer including Datatel.
- Software upgrades
- Formatting hard drives for surplus
- Problems with email
- Setting up a course shell in Blackboard and having your students imported into that course.
- You printed a Datatel report or labels and you want to know if they are finished printing.
- If you have a problem in a lab or classroom.
- If you're not sure, call the Helpdesk and we will direct your call to the appropriate area.
- Should you experience a problem with your phone at any time, contact the Helpdesk.

By calling or emailing the Helpdesk directly you are guaranteed that your problem will be taken care of as expeditiously as possible. It is discouraged, to contact specific individuals in the Information Systems Department unless you were directed to do so.

The Student Technology Helpdesk is now open for business on the 2nd floor of the LRC. This service is available to provide help to students in regards to Blackboard, student email, WebAdvisor, the CCM wireless and basic assistance with Word, Excel and PowerPoint.

Refer students who might need help with CCM Technology to the Student Technology Helpdesk. The hours are:

Monday, 10 a.m. - 6:30 p.m.

Tuesday, 10 a.m. - 2 p.m. and 5 p.m. - 6:30 p.m.

Wednesday, 10 a.m. - 6:30 p.m.

Thursday, 10 a.m. - 6:30 p.m.