

# The CCMemo

COUNTY COLLEGE OF MORRIS  
Volume 2011 / 191

Employee Newsletter  
December 9, 2011

## Upcoming Events

### A Holiday Under the Stars

December 9 - 7 p.m., Longo Planetarium  
December 10 - 3 and 5 p.m.

In this sophisticated program designed for an adult crowd, we will explore the night sky as it appeared thousands of years ago, and discuss how it relates to the season from the perspective of cultures all over the world.

### CCM Dance Theater Showcase

December 9  
7:30 p.m., Dragonetti Auditorium

CCM's Dance Theater Company presents an informal showcase of original works by CCM faculty, students and guest artists. Selected works will be presented in the formal dance concert March 8 - 10, 2012. Admission is free.

### Fall 2011 Portfolio Class Exhibition:

#### *Our Past, Art Future*

County College of Morris Gallery, LRC  
Exhibit on display through December 15

Artwork is featured by Gina Bottoni, Kristina Carnevale, Julia Cooper, Danny Gallego, Tracy Jess Hanks, Marijana Korunoska, Jennifer Kwaczynski, Nicole Niblick, Mike Rossy and Ardian Zeqiri.

### VALIC on Campus

December 13  
10 a.m. - 2 p.m., HH 107

VALIC Financial Advisor Alex Piccolo, CPA, CFA will be on campus. Even if you are not currently a VALIC participant, contact him at 732-526-8004 to schedule an appointment or email [alex.piccolo@valic.com](mailto:alex.piccolo@valic.com). If you are not available to meet, call Alex anyway as he will be happy to make alternative arrangements.

## Spring 2012 Registration Activities

As we move into December, we are in the homestretch of Spring Semester registration. This information is to update you on the remaining registration dates for new and continuing students.

In-person registration (for all students) will take place on the following dates in the Student Community Center:

- January 12 from 2 - 6 p.m.
- January 13 from 9 a.m. - 4 p.m.
- January 14 from 9 - 11:30 a.m.

New student registration sessions are scheduled for December 8 and January 9 by appointment only. Eligible new students are mailed enrollment information which includes instructions for making a reservation to meet with an advisor. Weekly mailings have been ongoing since mid-November. Eligible students include those who have taken their placement tests, with results posted, as well as those students exempt from placement testing due to transfer credit or SAT scores. Students eligible for the Honors program, students majoring in any of the Music/Dance programs, Visual Arts and Hospitality are contacted separately and meet with the appropriate faculty member for advisement and registration. These new students do not participate in the small group advisement/registration sessions.

Please continue to encourage Continuing/Returning (matriculated) students to seek advisement from their respective academic departments throughout the remainder of the semester. Go to [www.ccm.edu](http://www.ccm.edu) click on Quicklinks, choose Academic Advisement, click on "Who is my Academic Advisor?" and select the appropriate major for specific Advisor contact information.

Registration is ongoing and payment for the Spring 2012 Semester is due December 15.

If you have any further questions, please email [mdunn@ccm.edu](mailto:mdunn@ccm.edu).

## Save the Date

### January Professional Days

January 12 and 13, 2012

Details will follow. We have also added Professional Days under "Calendars" on the Academic Affairs links and Information from the Faculty/Staff webpage.

## NJ DOL Posting

The Department of Labor has issued a new posting and notification requirement for employers in the state of New Jersey. Employers are required to provide the following notification: "Employer Obligation to Maintain and Report Records" to all employees of the college. This notice is posted on the Intranet under Human Resources and the bulletin boards outside of the Human Resources office in Henderson Hall. The bulletin boards are located between the exit doors between the President's office and Human Resources.

## Student Aides

### Share with Students

The last day of employment for student aides who are graduating and students who have not registered for the spring semester is Tuesday, December 19.

During the semester break, students who have registered for at least six credits for the Spring Semester will be permitted to work as many as 35 hours per week. However, supervisors are encouraged to monitor the earnings of their student aides carefully in order to maximize the length of their employment.

Students on the federal work-study program (green timesheets) should check with the Financial Aid office to determine whether their award balances will be sufficient to support these extended work hours.

If you have further questions, contact Rosemary Grant, associate director of Career Services and Cooperative Education at ext. 4558.

## Salary Authorizations

Payroll requests that stipends paid via Salary Authorization Memo utilize the employee's full legal name and not use nicknames.

CCM Employee ID numbers must be included as well. Do not use Social Security numbers.

## Would You Like to Join the CCM Tennis Team?

County College of Morris (CCM) participates in a winter tennis league organized by the Morris County Industrial Recreation Association.

The league plays at the Mountain Lakes Racket Club (on Route 46) from early January until about May, and there is roughly one event per week (usually on a Wednesday or Thursday evening) consisting of two singles matches and two doubles matches (though some weeks there are no matches).

CCM's team is especially in need of doubles players at the moment. You do not need to be a skilled player to be on the team (at a minimum, you should know the rules and have at least some basic ability and experienced players are welcomed).

If you are interested in participating or in learning more, contact Dr. Philip Chase in the English Department at ext. 5461 or [pchase@ccm.edu](mailto:pchase@ccm.edu).

## CCM Holiday Scholarship Card

The CCM Holiday Scholarship Card has been a longstanding tradition here on campus. It's time for us to come together and support each other by donating to a special scholarship fund awarded to your fellow employees. Your contribution will go directly to the scholarship fund, which is available to full-time employees or their children for books and fees.

Send your donation to Roxanne Smith, mail-station HH 119. Make your check payable to the CCM Foundation. Every donation, no matter the denomination, is appreciated.

The deadline for receiving all donations is Tuesday, December 20 at 5 p.m. The card will be emailed to the entire CCM Community on Wednesday, December 21.

For information on how to apply for the scholarship, call Katie Olsen, director of development, at ext. 5058.

## Who's Who Among Students in American Junior Colleges

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County College of Morris has the opportunity to nominate students for consideration in the *Who's Who Among Students in American Junior Colleges*. This distinction furthers the aims of higher education by rewarding and recognizing individual academic excellence on a national level. Those nominated have the opportunity to be considered for one of several national scholarships.

Students should demonstrate excellent academic achievement, participation and leadership in academic and extracurricular activities, citizenship and/or community service that are decidedly above average.

Those students nominated by the college will receive local and national publicity, and their singular accomplishments will be presented in the 2011/2012 edition of *Who's Who Among Students in American Junior Colleges* recognition program.

Please submit the names and student I.D. numbers (if you know them) of your recommendations no later than December 16 to [bsimmons@ccm.edu](mailto:bsimmons@ccm.edu). The assistance of the entire college community in identifying potential nominees is very much appreciated.

## Faculty/Staff Discussion Board - Forum

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The Information Systems department has finalized the development of an online forum where members of the CCM community can communicate with one another. The link provided below offers a brief tutorial to this new communication tool. A number of discussion topics have been established, please read/subscribe to them and/or start some of your own. Take a few minutes to review the tutorial and establish your profile.

Tutorial:

[http://camtasia3.ccm.edu/media/CCM\\_Forum\\_Software\\_Tutorial\\_-\\_Flash\\_%28Large%29\\_-\\_20111014\\_01.52.48PM.html](http://camtasia3.ccm.edu/media/CCM_Forum_Software_Tutorial_-_Flash_%28Large%29_-_20111014_01.52.48PM.html)

- **Forum Software Tips**

You can access the CCM Forum by typing [forum.ccm.edu](http://forum.ccm.edu) in the address line of your Internet browser.

Your username and password is the username and password you would use to log into your computer on campus or your email from off campus.

## Women's Center Seeking Angels

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The holiday season often brings additional hardships to families who are already in crisis. Ten "angels" have been posted on the bulletin board in the Student Community Center Lobby. These "angels" have stories about some of the center's clients and would appreciate any donations of money, food vouchers, toys, movie tickets, clothing and toiletries. Please do not remove the angels. All donations can be dropped off at the Women's Center, SCC 115. The deadline is December 10.

## Swap and Shop

**For Sale:** Gently worn men's black leather sport jacket. Gap, size large. \$40. Call Gail at ext. 5411

**Free:** Upright Winter piano, 20 plus years old. Must remove from residence (4 steps). Contact Monica at ext 5351 or email [mmaraska@ccm.edu](mailto:mmaraska@ccm.edu).

**For Sale:** Two tickets to a Community Theatre event for *The Machine* on Friday, March 9, 2012 at 8 p.m. America's top Pink Floyd tribute band performs a diverse mix of The Floyd's extensive repertoire - complete with faithful renditions of popular hits as well as obscure gems - with stellar musicianship, dramatic lighting and video, and passionate delivery that sets them above other Floyd tribute bands. Tickets are in orchestra left, row E, seats 1 and 3. \$44 per ticket. Call Cindy Johnson at ext. 5631.