

# The CCMemo

County College of Morris  
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Employee Newsletter  
July 26, 2013

## ***Items of Interest this Week***

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### **CCM Training Programs Receive Praise from State Officials**



Over the last six years, County College of Morris (CCM) has offered free Basic Skills Training to more than 3,500 employees in Morris County through a joint partnership of the New Jersey Department of Labor and Workforce Development (LWD), the New Jersey Business & Industry Association (NJBIA) and the New Jersey Community College Consortium for Workforce and Economic Development. On Tuesday, CCM's training program at Atlantic Health System in Morristown received a special visit from LWD Commissioner Harold J. Wirths.

Wirths was on hand to observe a class on "How to Create a PowerPoint Presentation" taught by CCM instructor Lisa Kenneweg. Each year, the LWD tries to visit one to two employers who are taking advantage of the training offered through the grant the state provides to update the skills of employees in New Jersey. Training offered through the program covers a wide range of skills from computer software, to English as a Second Language, to Spanish for Managers, to mathematics and measurement.

"I can see tax payer dollars are being well spent," said Wirths after observing the class. "Community colleges are one of the jewels of the state. I can also tell that Atlantic Health is serious about training its people."

The Basic Skills training partnership was initiated by NJBIA and launched in 2007. Instruction is delivered by the state's 19 community colleges either on-site at the employer's location, on campus or at other training

## **SCHEDULED EVENTS**

Where applicable, click event title for more information

### **Space Extreme**

August 9 at 7 p.m. in Longo Planetarium

### **Shapes in the Sky**

August 10 at 1 p.m. in Longo Planetarium

### **Tour of the Planets**

August 10 at 3 p.m. in Longo Planetarium

### **Summer Campus Tours**

August 8 and 22

## **SAVE THE DATE**

### **Employee Recognition & Appreciation Dinner**

September 28 at 6:30 p.m. in the Student Community Center (invitations mailed in September)

## **ACADEMIC DATES**

### **Fall Semester Registration**

Semester begins August 29

## **FRIENDLY REMINDERS**

### **Volunteers Needed for Foundation Scholarship Golf Outing**

The CCM Foundation will host its annual Scholarship Golf Outing on Monday, September 16, at the Knoll West Country Club in Parsippany. Volunteers are needed for various tasks throughout the day. It is a wonderful way to donate your time in support of student scholarships. Those interested in volunteering are asked to contact Colleen McArdle at [cmcardle@ccm.edu](mailto:cmcardle@ccm.edu) with your availability.

### **New Books Available at CCM Library**

The library has added a number of books and DVDs and you can find them on the new book display. More on the additions can be found at <http://tinyurl.com/kywolc2>.

In addition, the library will be holding its lunchtime Novella Book Club on the final Wednesday of each month this summer. For more information, head to <http://tinyurl.com/cdbtosa>.

sites. Read more at <http://tinyurl.com/kz9fx2g>.

### **Academic Calendar 2014-2017 Approved**

The Board of Trustees recently approved Academic Calendar 2014-2017 which encompasses Summer 2014 through Fall 2017. To view the full calendar, head to <http://www.ccm.edu/academics/academiccal.aspx>.

### **Join CCM on Social Media**

If you haven't connected to CCM through Facebook and Twitter, you're missing out on what more than 5,400 people have already discovered. Head to <http://tinyurl.com/d9eahae> and click "like" on the Facebook page and give us a follow at <http://tinyurl.com/cpu5upx> to check out the Twitter feed. Connect with CCM social media!



### **Colleague Password Update**

The Help Desk has received an increased number of calls from employees to have their Colleague UI passwords reset. As per the onsite audit recommendations, the college implemented changing passwords every six months. Your password needs to be changed if you have received the following message when using the Colleague UI: "Never found the Unix prompt. Your configuration may be wrong."

To change your password, see the instructions at <http://tinyurl.com/pf59v4n> and then head to <https://pwebui.ccm.edu/prod/sl/index.htm> to login and change your password.

If you are still having difficulty, please contact the Help Desk at ext. 5600.

## **HR CORNER**

### **Salary Authorization Memorandum to be Replaced**

The Salary Authorization Memorandum (CCM-0132) is being discontinued and will be replaced by the Work Authorization Form for Stipend Payment (CCM- WAF). Use of the new form is required beginning August 1 and the old form will not be accepted after that date. Two important differences are:

1. The work being authorized may not begin until after the authorizations are obtained.
2. The number of hours must be indicated.

The new form can be found at <http://tinyurl.com/m88ez28>. Those with questions are asked to contact Karyn Norberg at ext. 5035.

### **Personal Benefit Statement Online**

Your Personal Benefit Statement is now available through your personal account on the Member Benefits Online System (MBOS). The online statement presents the same information previously available on the paper statement. Online access is available to all eligible members of the Public Employees' Retirement System, Teachers' Pension and Annuity Fund, Police and Firemen's Retirement System, and State Police Retirement System. In order to register on the MBOS system, PERS covered employees will need their PERS membership number. This number can be found on past PERS Personal Benefit Statements. More information can be found at <http://tinyurl.com/mdxsm9>.

### **Retirement Consultation**

**AXA-Equitable** representative Marc Sheridan will be on campus for consultations on August 6 from 10 a.m.–2 p.m. in Cohen Hall in the hallway across from the cafeteria. For more information head to <http://tinyurl.com/phvufce>.