

The CCMemo

County College of Morris
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Employee Newsletter
July 31, 2015

Items of Interest this Week

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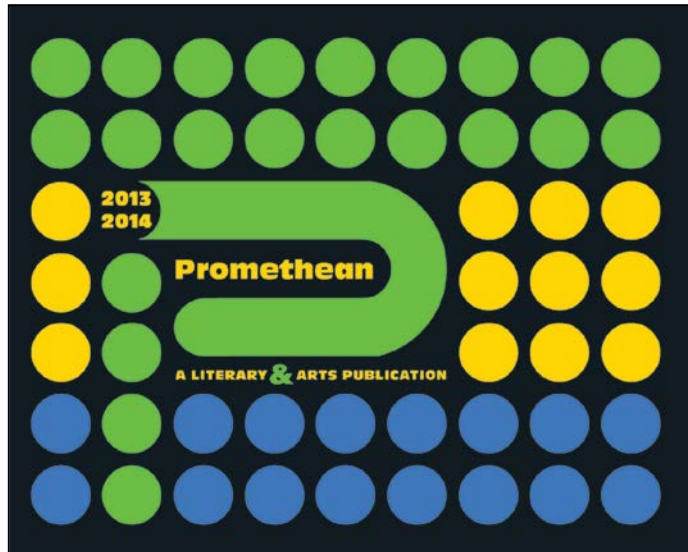
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Student Literary Magazine Wins Inhouse Design Award



“The Promethean,” the award-winning County College of Morris (CCM) student literary magazine, has received another honor from Graphic Design USA.

The 2013-14 edition of the magazine won a silver award in the education category of the 2015 American Inhouse Design Awards. This is the fourth consecutive year the student publication has been so honored.

The awards program is sponsored by Graphic Design USA, a monthly trade publication for graphic designers that has sponsored national design competitions for 50 years. “The Promethean” was judged against work produced by professional designers, as there are no student-only categories. The education category includes materials created for an educational institution, many created by design consultancies, not students. In a typical year, about 15 percent of the entries are selected by the jury chosen for that year's contest. Read more at <http://tinyurl.com/qc7m5eb>.

SCHEDULED EVENTS

Where applicable, [click event title for more information](#)

Space Extreme

August 14, 7 p.m.

Longo Planetarium

Shapes in the Sky

August 15, 3 p.m.

Longo Planetarium

Tour of the Planets

August 15, 5 p.m.

Longo Planetarium

FRIENDLY REMINDERS

Library Book Group

The CCM Library Book Group will be discussing stories by J.D. Salinger on Wednesday, August 26, at 12:30 p.m. and all employees are welcome to attend. Those with questions can contact ext. 5278.

Use the CCM Forum

Have an item to sell? Looking for volunteers for an outside event or program? Are you interested in perusing those postings? The CCM Forum is the place for you. The CCM Forum was created in early 2011 as a discussion board for faculty and staff. You'll find topics such as Marketplace, which allows for posting goods and services. Check out the CCM Forum at <http://forum.ccm.edu/>. You'll need your CCM login and password to access the forum.

CCM on Social Media

If you haven't connected to CCM through social media, you're missing out on what close to 9,000 users have already discovered.

From important information and dates, to beautiful photos and fun posts, CCM social media accounts are a great way to stay connected to the campus community.

If you're an Instagram user, follow @ccm_nj for great photos, #ccmtakeover by CCM students, and #throwbackthursday. If you're

College to Close First Week in August for Electrical Work

CCM will be closed August 1 through August 9 to install new electrical switchgear to replace the original equipment that was put in place when the college first opened in 1968.

The upgrades will result in improved reliability of the college's electrical service and reduce equipment maintenance costs. Both CCM's main Randolph campus and Morristown location will be closed. The Department of Public Safety will be on campus during this period.

All employees are advised to change their phone messages and set up an Out-of-Office automatic reply in their email to alert people that the college is closed that week and that messages will be responded to when CCM reopens on August 10. Directions to help with your phone message can be found at <http://tinyurl.com/ohbyydu> and directions for your email can be found at <http://tinyurl.com/nobqqzy>.

During the closing, Information Systems (IS) and the 30 members of the college's software testing group will be working on upgrading the Colleague system. During this upgrade, both Colleague and WebAdvisor will be unavailable from 5 p.m. today until Thursday morning, August 6. A message will be posted on the college website showing when WebAdvisor is unavailable and will change to let you know when WebAdvisor is available again. All other college systems such as Blackboard, email, the "F" drive and the phone system will remain operational during the whole period of the electrical shutdown.

Important Message on Setting Up Voicemail for Closing

The phones on the main campus will not be working during the power outage the first week in August, which means faculty and staff will need to set up their phones so all calls are sent to voicemail before they leave today.

Once you have set up an Out-of-Office voicemail (instructions can be found at <http://tinyurl.com/ohbyydu>), you then will need to send all calls to voicemail before you leave campus the last time before the outage. To send all calls to voicemail:

1. Press the soft key labelled CFwALL (identified as A in the picture to the right)
2. Immediately press the messages button (identified as B in the picture to the right)

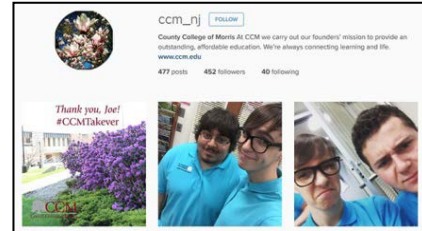


The line on your display that reads "Your current options" in the picture to the right will now read "Forwarded to Voicemail"

When you return to campus after the outage, press the soft key labelled CFwALL (identified as A in the picture to the right). This will stop all calls from going directly to voicemail.

Contact Ginny Lepore at ext. 5016 if you need any assistance.

on Twitter, follow @ccm_edu for quick information, both directly related to CCM and from the world of education as a whole. And like CCM's Facebook page at www.facebook.com/countycollegeofmorris for posts including news articles about faculty and students, photo galleries from events and around campus, and fun campaigns like our campus photo contests.



HR CORNER

Retirement Consultations

One-on-one counseling sessions are available as follows with state-approved representatives:

TIAA-CREF representative Zhee Sarabia will be on campus on Wednesday, September 9, from 9 a.m. – 4 p.m. in Henderson Hall, Room 107. Call 800-732-8353 to make an appointment. She will also be on campus on October 16, November 11 and December 16.

Prudential representative Lily Lau will be on campus on Monday, August 17, from 9 a.m. – 4 p.m. in Henderson Hall, Room 107. Call 732-236-6782 to make an appointment. She will also be on campus September 29 (appointments starting at 10 a.m.), November 17 and December 9.

Special Online Verizon FiOS Offer

CCM employees have the opportunity to take advantage of a special offer from Verizon FiOS. New subscribers can get the service's Triple Play, which includes a custom TV package, unlimited voice and 25/25 Internet for \$69.99 a month. Subscribers will also get a \$350 Visa gift card with a two-year term and premium channels for free for one year.

The offer is available online only and expires on September 19. For more information, see the flyer at <http://tinyurl.com/pn5dguh>.

Current subscribers can logon to www.verizon.com/connections to receive a discount off your existing FiOS account.

Questions should be directed to Carolyn Smith at Carolyn.j.smith@verizon.com or

Dining Facilities Closed Until August 17

Due to the forthcoming campus closure and the subsequent need to restock perishable food, all dining facilities will be closed until August 17. Summer hours will resume in the Cohen Café on that date. Regular food service hours resume Friday, August 28. For more information, see the Chartwells website at <http://www.dineoncampus.com/ccm/>.

202-423-7145.

Tips for Summer Safety

CCM's employee assistance provider Saint Barnabas Management Services has provided information on how to keep the summer safe for children. The newsletter discusses the importance of teaching children lessons to help keep them out of danger. Read the newsletter at <http://tinyurl.com/oof4xo6>.