

The CCMemo

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Employee Newsletter
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Students Benefit from New EOF Mentoring Program



Students in the County College of Morris (CCM) Educational Opportunity Fund (EOF) program are taking part in a new mentoring arrangement to help them develop their professional skills and gain real-life experience to better prepare them for the workforce.

Developed by EOF counselor Edith Nelson and CCM EOF Community Advisory Board member Geetha Fernandes, the initial program has matched eight EOF students with eight community professionals who volunteered to assist students in career and employment activities.

Students who were selected from a pool of applicants to participate in the program have demonstrated impressive academic records, availability and the maturity to appreciate the opportunity. Students

SCHEDULED EVENTS

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

Space Extreme

February 12, 7 p.m.
Longo Planetarium

Shapes in the Sky

February 13, 3 p.m.
Longo Planetarium

Tour of the Planets

February 13, 5 p.m.
Longo Planetarium

SAVE THE DATES

Professional Days

May 18-19, 2016

FRIENDLY REMINDERS

Free Exercise Classes

Sponsored by CCM's Workplace Wellness Program, CCM Health Services is once again offering employees free exercise programs. Beginning January 25, employees can take yoga classes from 5 – 6 p.m. on Mondays. Beginning on January 26, employees can take Pilates classes from 5 – 6 p.m. on Tuesdays. Classes will be held in the Health and Physical Education Building, Room 120. Make sure to bring a mat and come to as many classes as you'd like. To sign up or if you have questions, contact Liz Hoban at ehoban@ccm.edu or at ext. 5162.

Tax Year 2015 W-2 Forms Online

Tax year 2015 W-2 forms will be available online via CCM Webadvisor prior to January 30. As was the case last year, W-2 forms will only be available in this electronic format. In accordance with IRS regulations, employees are required to consent to receive an electronic W-2. After logging into Webadvisor, go to the "Employees" menu. Once there, click on "W-2 Electronic Consent" and then click the top option.

were also recommended by their EOF counselor as being reliable and responsible. Read more at <http://tinyurl.com/jegkgvy>.

Department Apps Now on iOS

The CCM Department of Information Technologies recently made four department apps available to iOS users on the Apple App Store. Students and employees can now search for apps for the following departments:

- Biology/Chemistry
- Communication
- Engineering Technology/Engineering Science
- Information Technologies

All of the apps have been available for Android devices in the Google Play Store since last year.

Learn How to Protect Yourself Against Identity Theft

The Department of Information Technologies at CCM will be holding a seminar on how to protect against identity theft on January 28.



The seminar, which is free and open to the public, takes place at 12:30 p.m. in Emeriti Hall, Room 209. The seminar is being held as part of the national Data Privacy Day. Those interested in attending should register at

<http://tinyurl.com/jox5a16>.

Seminar attendees will learn how to set their privacy and security settings on website services and devices, along with tips on what not to share online and steps to protect against identify theft through multi-factor authentication. Ways to check systems and devices for problems also will be covered. Read more at <http://tinyurl.com/z48akg9>.

Spring Student Workshops

The CCM Office of Counseling and Student Success is hosting multiple upcoming workshops that are designed to help students in a number of important areas. A full schedule of Spring Semester workshops can be found at <http://tinyurl.com/hnqbhh6>. The following is a description of the first event.

How to Improve Your Study and Test Taking Strategies Thursday, February 4, 12:30 p.m. in Cohen Hall, Room 161

Do you study for hours but still have trouble with exams? Perhaps it's time to re-examine the way in which you approach studying and the manner in which you tackle your tests. This workshop will offer suggestions and strategies on the best ways to prepare for your exams.

Professional Day Meeting Presentations Available Online

A video of the January 14 faculty meeting held during CCM Faculty Professional Day in Dragonetti Auditorium can be found at <https://youtu.be/zFFMlhkFk4>. The video includes a presentation on the state of the college by Dr. Edward J. Yaw, a Middle States update by Professor Meimee Persau and Dr. Matthew Jones, and an update on

After giving consent, you can view and print your W-2 from the "Employees" page by selecting "W-2 Statements." Five years of W-2s will be available for access at any time, including years that paper forms were issued.

HR CORNER

Verizon Offers Special Promotion

CCM employees can order Verizon Fios packages and receive special CCM employee savings. Those who sign a two-year agreement can also get a \$300 Visa prepaid card. Details can be found at <http://tinyurl.com/jqp9tjm>.

Program Helps Communicate to Children About Drug Use

Human Resources is hosting "The 15 Minute Child Break," a one-hour, interactive, multimedia presentation, based on current research that will inform, encourage and empower parents, educators and caregivers to effectively communicate with children about the dangers of drugs and alcohol.

This program includes comprehensive information on the heroin epidemic that is facing our communities and how to effectively address the issue with children.

The program helps address:

- Tips for effectively talking to your kids about drugs and alcohol
- Influence of media and pop culture
- Effects of specific drugs
- Keeping your kids drug-free
- Strengthening parenting skills
- Utilizing teachable moments
- Additional parent resources provided

Two sessions will be held on Wednesday, February 3, one from 12:30 – 1:30 p.m. and one from 4 – 5 p.m. Both sessions will take place in Emeriti Hall, Room 119. If you would like to sign up for one of the sessions or have any questions, please email Rita Ragany-Bayer at rragany-bayer@ccm.edu.

Retirement Consultations

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

TIAA-CREF representative Zhee Sarabia will be on campus Tuesday, January 26, from 9 a.m. – 4 p.m. in Henderson Hall, Room 107. Call 800-732-8353 to make an appointment.

the strategic enrollment management process by Dr. Bette Simmons.

Continuing Education Catalog Available Online

The Corporate and Community Programs (CCP) division at CCM has released its 2016 Spring and Summer Continuing Education Catalog of career, professional development and adult enrichment classes.

The division offers certification and training courses in business, computer technology, health, counseling and teaching. Personal enrichment programs including languages and expanded cooking classes are also available for all age groups. This semester, the cost of the cooking classes has been dramatically reduced.

This year, CCM has integrated some of its Microsoft application training under the Microsoft IT Academy curricula, newly named the Microsoft Imagine Academy. The Continuing Education catalog can be found on the college's website at www.ccm.edu/businesscommunity and an online catalog also is available at <http://catalog.ccm.edu/>. Click on Non-Credit Professional Development Catalog, Spring.

Latest Edition of 'Campus Life Update'

Find out what's happening on campus and with CCM's clubs and organizations in the latest edition of "CLU: Campus Life Update," available at <http://tinyurl.com/h9bez97>.

She will also be on campus February 11, March 15, April 13, May 11 and June 9.

Prudential representative Lily Lau will be on campus on Thursday, January 21, from 10 a.m. – 3:30 p.m. in Henderson Hall, Room 107. Call 732-236-6782 to make an appointment. She will also be on campus February 10, March 3 and 22, April 28, May 18, June 6 and July 7.

Voya (formerly ING) representative Brandon Zisa will be on campus on Wednesday, January 27, from 10 a.m. – 2 p.m. in Henderson Hall, Room 107. Call 732-326-5625 or email brandon.zisa@voyafa.com to make an appointment. He will also be on campus on February 23, March 23, April 12, May 10 and June 14.

MetLife representative Jesse Bryant will be on campus on Thursday, February 18, from 11 a.m. – 2:30 p.m. in Henderson Hall, Room 107. Call 973-227-8800, ext. 6068 to make an appointment.