

The CCMemo

County College of Morris
Volume 2016 / 346

Employee Newsletter
February 12, 2016

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Commencement Regalia Order Info; Volunteers Needed



CCM's 47th Commencement Exercises will take place on Friday, May 27, beginning at 10 a.m. Regalia order forms are being sent to faculty and administration through campus mail. All faculty and administrators who need to order regalia should complete and return the forms to the Campus Store by March 3.

There will be no charge to the participants for the rental of graduation regalia. However, orders received in the Campus Store after March 3 will have a \$20 late fee for special handling and shipping. The fee will be charged to the participant's department. Any questions should be directed to Dolores Schepisi at the Campus Store (ext. 5151 or dschepisi@ccm.edu).

While faculty are expected to don a cap and gown to be part of the commencement ceremony, you may also volunteer to assist with the ceremony. Volunteers are needed to serve as ushers inside the gymnasium and must stay for the entire ceremony. If you wish to volunteer as an usher, please email dbell@ccm.edu. Please note that if you are selected to usher, you will not need to order a cap and gown.

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

Storytelling and World Music Festival

March 6, 12:30 p.m.
Student Community Center

SAVE THE DATES

Professional Days

May 18-19, 2016

FRIENDLY REMINDERS

Middle States VP to Hold Open Forum

Dr. Ellie Fogarty, vice president of the Middle States Commission on Higher Education, will visit CCM to discuss the Middle States Self-Study process on Wednesday, February 17. All employees and students are invited to an open forum from 2 – 2:45 p.m. in Dragonetti Auditorium. A snow date of March 8 has been planned.

Tax Year 2015 W-2 Forms Online

Tax year 2015 W-2 forms are available online via CCM WebAdvisor. 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. 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

Workplace Wellness Newsletter

CCM Health Services has issued its February/March issue of the Workplace Wellness Newsletter. The newsletter has information about Zika virus – including how you can protect yourself – free yoga and Pilates classes offered on campus, and CPR/AED classes offered to employees for certification by the American Heart Association. Read the newsletter at <http://tinyurl.com/zbuixzl>.

State Information on Zika Virus

The New Jersey Office of the Secretary of Higher Education would also like to bring Zika virus information to the campus community's attention as spring break approaches and individuals take trips abroad. The office has provided a question and answer fact sheet regarding the virus, which can be found at <http://tinyurl.com/hm7k99y>.

Writing Institute Workshop



The Writing Institute will meet on Thursday, February 18, at 12:30 p.m. (college hour) in the Center for Teaching Excellence office to discuss tips on how to publish in various academic journals. Author and philosophy professor Dr. Kenneth Shouler, who writes for "Philosophy Now," will share his ideas and lead the discussion. The workshop is open to the entire college community.

Health Coverage Notice

The Health Care and Education Reconciliation Act (HCERA) of 2010 and the Patient Protection and Affordable Care Act (PPACA), more commonly referred to as the Affordable Care Act (ACA), require that employers, on an annual basis, issue a statement to all employees eligible for health coverage that describes the insurance offered to them. Form 1095C was created by the Internal Revenue Service to serve as that statement. Employers are typically required to issue Form 1095C no later than January 31. However, the deadline has been extended to March 31. It is important to note that not all employees will receive this statement; only those eligible for health benefit coverage will receive Form 1095C.

A sample of Form 1095C to assist in understanding its purpose and the information it provides can be found at <http://tinyurl.com/jspehnn>. Frequently asked questions can be found at <http://tinyurl.com/hsekwx6>. Box 10 of Form 1095C provides a phone number you can call should you have questions upon receipt of the form.

If you are not eligible for health benefit coverage, please disregard this statement. Human Resources has been working on producing the 1095-C forms and will make them available to employees as soon as possible.

Please note that you don't have to wait to file your taxes. If you had

any time, including years that paper forms were issued.

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/oncs8b2>. The following is a description of the next event.

Choosing a Major and Career

Tuesday, February 23, 12:30 p.m. in Cohen Hall, Room 155

Feeling overwhelmed about finding the right major and career for you? This workshop will help you discover your personal interests, abilities and talents, while learning about what college majors and career opportunities exist.

Money Management Seminar

Are you unsure of how to develop a spending plan? Need help managing debt? Learn how to take control of your money at a seminar sponsored by the CCM Educational Opportunity Fund (EOF). "Managing Your Money in Today's World" will take place on Tuesday, March 1, at 12:30 p.m. in the Student Community Center, Davidson Room A. The seminar, facilitated by Wells Fargo Hands-On Banking Program, is open to the entire college community.

HR CORNER

PERS Retirement Seminar on Campus

Representatives from the Division of Pensions and Benefits will be on campus presenting its PERS Retirement Seminar on Friday, April 1, at 10:30 a.m. in the Student Community Center, Davidson Rooms A, B and C. This event is open to anyone members of the public who are those enrolled in PERS, TPAF or PFRS.

CCM employees and their spouses interested in attending the seminar at CCM have guaranteed seating and should contact Karyn Norberg at knorberg@ccm.edu to register. You do not need to register through the division's link for this seminar. However, if you are interested in attending a seminar at a

health insurance in 2015 through an employer, Medicare or Medicaid, or you bought it directly from an insurance company outside the public exchanges, you won't need the 1095 form to file your taxes. Just like last year, you can just check a box on your tax returns saying you had qualifying health coverage. This year, you'll just have a copy of the 1095 to keep with your tax documents which serves as proof that you had qualifying health coverage.

Latest Edition of 'Youngtown'



The February 10 issue of "The Youngtown Edition," CCM's award-winning student newspaper, can be found at <http://tinyurl.com/hsb52mx>.

February Issue of OUCH!

The newest issue of OUCH!, led by guest editor Cheryl Conley of Lockheed Martin, takes a look at securing your home network. Find the English version at <http://tinyurl.com/zawqr4x> and translations at <http://tinyurl.com/legvtps>.

different location, then you must register through the divisions' link at <http://tinyurl.com/lkqmtz2>.

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, March 15, 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 April 13, May 11 and June 9.

Prudential representative Lily Lau will be on campus on Thursday, March 3, 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 March 22, April 28, May 18, June 6 and July 7.

Voya (formerly ING) representative Brandon Zisa will be on campus on Tuesday, February 23, 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 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.