

# The CCMemo

County College of Morris  
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Employee Newsletter  
November 23, 2016

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## **FRIENDLY REMINDERS**

### **Events**

[Hour of Code 2016](#) – November 29 and December 1, 12:30 - 1:30 p.m., Emeriti Hall, Room 210

Conversation and Coffee with the President – December 2, 8:30 – 9:30 a.m., Learning Resource Center, Room 122

Kwanzaa – December 5, 2 – 4 p.m., Davidson Rooms A and B, Student Community Center

CCM Holiday Gathering (RSVP by November 28) – December 6, 4 – 6 p.m., Davidson Rooms, Student Community Center

Faculty and Staff Market Place – December 6, from 11 – 3 p.m., in the Student Community Center lobby.

One-Day Professional Day – January 12, 2017

Adjunct Faculty Orientation/Dinner – January 12, 2017

May Professional Days – May 17 –18, 2017

### **Library Book Group**

The library book group will meet on Monday, November 28, at 12:30 p.m. to discuss Collected Stories by Gabriel Garcia Marquez. All are welcome. Call Lynee at ext. 5278 with any questions.

### **Creative Leadership Club**

The Employee Creative Leadership Club (CLC) will be meeting on December 2, noon - 1 p.m., in DeMare Hall 216 to complete fleece shawls and

### **Holiday Poinsettia Sale Returns at CCM**



The Landscaping and Horticultural Technology (LHT) program at CCM will be holding its annual Holiday Poinsettia Sale later this month. Deep red, pink, white and assorted variegated forms of poinsettia, both large and small, will be available. The sale takes place Monday, November 28, through

Wednesday, November 30, from 11 a.m. – 4:30 p.m. in the LHT greenhouses, located near Parking Lot 1. More than 500 plants will be available ranging in price from \$5 to \$30. Students in the Plant Science and Plant Pest Management classes have worked with faculty and staff to produce the crop. Proceeds from the plant sale benefit the educational activities of the CCM Landscape Club.

### **Attend CCM's Free Grant Workshops**

The CCM Library Foundation Center Funding Information Network is offering two free workshops on December 16 to help individuals and nonprofit organizations find funding for their projects.

The Guide to Online Grantseeker Resources: Introduction to Finding Grants takes place 10 a.m. to noon. That session will cover the 10 things people need to know about finding grants, plus how to search

the Foundation Center's Grantspace page and Foundation Directory Online.

The second workshop, Searching the Foundation Center Grants to Individuals, takes place from 1- 3 p.m. That session will cover how to find foundation and public charity programs that fund students, artists, writers, filmmakers, musicians, researchers and other individuals.

The workshops take place in the Sherman H. Masten Learning Resource Center, Room 205.

The CCM library is a participant in the Foundation Center's Funding Information Network. Network partners provide a suite of resources including the most comprehensive database on U.S. and, increasingly, global grantmakers and their grants.

Seating for the workshops is limited and preregistration is required. To reserve a seat, call 973-328-5300.

#### **New People and Positions**

The following personnel appointments were approved by the Board of Trustees at its November 16 meeting:

- Nancy Veloso, Office Assistant, Admissions, Start Date November 28
- Orietta Valdes, PT Custodian I (Evenings), Plant and Maintenance, Start Date November 14

#### **Continuing Education Spring Schedule is Available Online**

Check out the Spring Continuing Education schedule for a host of interesting career and professional courses to prepare you for future promotions and positions. It can be found at <http://www.ccm.edu/businesscommunity> and will be mailed to households next week.

New this year are courses related to computer and network installation and maintenance, AutoCAD and advanced radiography certifications. Some specifics to assist CCM employees include our Microsoft Office Specialist certification or Adobe Software suite classes, HR and project management programs. You may want to learn how to research and write grants for your department by completing our Grant Writing Certificate program.

[Read more.](#)

#### **Visit ARTstor over the Holiday**

Feel like taking an art break? Visit ARTstor over the holiday. Celebrate Thanksgiving with Norman Rockwell's 'Freedom from Want' and his other 'Freedoms.' Looking for images from holidays past? Use search terms such as winter, holiday, Hanukkah, Christmas, midwinter/mid-winter, solstice, etc.

At [www.ccm.edu/library](http://www.ccm.edu/library), click on Articles and Databases and select ARTstor. Login with your CCM email username and password.

lighted holiday glass boxes. Everyone is welcome – please sign up by emailing Edie Nelson at [enelson@ccm.edu](mailto:enelson@ccm.edu).

### **SOCIAL MEDIA CORNER**

#### **Help Market CCM**

Please help us market CCM via Facebook by "liking" CCM's Facebook page and sharing our college events (performing arts, Open Houses, etc.) with your friends through your page. Also, invite your Facebook friends to college events and ask them to spread the word to their contacts. You can also post tweets about college news and events on Twitter. Help us tell the CCM story and build excitement through social media!

Here's what to talk about this week:

*"The Landscaping and Horticultural Technology (LHT) program at CCM will be holding its annual Holiday Poinsettia Sale from Monday, November 28, through Wednesday, November 30, 11 a.m. – 4:30 p.m. in the LHT greenhouses, located near Parking Lot 1, on CCM's Randolph campus. More than 500 plants will be available ranging in price from \$5 to \$30. Here's more information: <http://tinyurl.com/j93yytt>."*

### **HR CORNER**

#### **Reminders**

It is extremely important that employees not share medical information about other employees. In addition, due to privacy rules, medical documentation of any kind are to be housed in Human Resources only; if you have kept copies of medical notes either forward them to Human Resources or shred them.

Please remember, if you have moved

- Search for Rockwell and freedom
- Other searches: artist name, fashion designer, sculptor, title of painting, architecture, photograph, furniture style, clothing type, etc.
- Restrict by medium, country, era, etc.
- Double-click on images to expand.
- Click on large images to zoom.
- Use advanced search for location, material, repository/museum.

For help with searching, call the CCM Library at 973.328.5300.

### **Legacy Project Features Memoir of a Yanomami-American**



The Legacy Project, an interdisciplinary initiative at CCM that delivers engaging lectures for faculty, staff and the community, will present its second event of the 2016-17 academic year on Latin America. The event features a special lecture and book signing by

David Good, son of a prominent American anthropologist, Kenneth Good, and a Yanomami indigenous woman, Yarima. The event takes place Thursday, December 1, at 12:30 p.m. in the Learning Resource Center, Room 121, on CCM's Randolph campus.

[Read more.](#)

### **Be a Match**

CCM Health Services is hosting a Be A Match event in the Student Community Center lobby on Wednesday, November 30, from 10 a.m. – 3 p.m. It entails a brief registration and a cheek swab for anyone who is interested in becoming a bone marrow donor. No pre-registration is required. Any questions, please contact [ehoban@ccm.edu](mailto:ehoban@ccm.edu).

### **Expense Claim Forms and Petty Cash Reimbursements**

The Accounting department would like to issue a reminder that all Expense Claim Forms and Petty Cash Reimbursements must be submitted within 10 business days of incurring the expense or completion of the trip in order to be reimbursed per the Board of Trustees policy. Failure to submit the report within 10 business days will result in non-payment. Appeals based upon extenuating circumstances may be made to the Chair of the Board of Trustees. In the case of Petty Cash, appeals based upon extenuating circumstances for all travel expenses may be made to the Chair of the Board of Trustees and all non-travel related expense may be made to the VP of Business and Finance. For further details, please refer to the Expense Reimbursement Form Procedure (03.11) and/or the Petty Cash Reimbursements Procedure (03.15) in the Business and Finance Division Policies and Procedure Manual.

or changed your name, you must complete an Address and Name Change form and forward it to Human Resources as soon as possible. The form is located in [E-Forms](#) on the CCM website.

### **Retirement Consultations**

Are you saving enough for retirement? One-on-one counseling sessions are available with state-approved service providers as follows:

**Prudential** representative Lily Lau will be on campus December 6. Call 732-236-6782 to make an appointment to discuss ABP or DCRP investments.

**TIAA** representative Zhee Sarabia will be on campus December 8 from 9 a.m. - 5 p.m. in Henderson Hall, Room 107. Call 800-732-8353 to make an appointment.

**MassMutual** (recent merger with MetLife) representative David Sharpe will be on campus November 9 and December 13. Call 973-575-3254 or email [dsharpe@financialguide.com](mailto:dsharpe@financialguide.com) to make an appointment.

**VOYA** representative Brandon Zisa will be on campus December 7. Call 732-326-5625 to make an appointment.

**AXA-Equitable** representative Mark Sheridan is available for individual appointments. Call 908-230-2042 or email [Marc.Sheridana@axa-advisors.com](mailto:Marc.Sheridana@axa-advisors.com).

**MassMutual** (formerly Hartford) representative Peter Silvis is available for individual appointments. Call 848-248-4360 or email [psilvis@gittermanwealth.com](mailto:psilvis@gittermanwealth.com) to make an appointment.

**VALIC** representative Scott Martin is available for individual appointments. Call 732-267-0455 or email

[scott.martin1@valic.com](mailto:scott.martin1@valic.com) to make an appointment.