

# The CCMemo

County College of Morris  
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Employee Newsletter  
December 2, 2016

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## FRIENDLY REMINDERS

### Events

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 – 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

### Support the 2016 CCM Holiday Card Scholarship



Each year, CCM Faculty and Staff contribute to the Holiday Card Scholarship, which helps a CCM employee or child with books and fees. Here is a part of a thank you letter from last year's recipient, Jonathan Cain. It helps to understand what your gift can mean in the life of one student.

*Dear Holiday Card Scholarship Donors:*

*I thank you dearly for this scholarship.... It will help with purchasing books for certain courses and the scholarship itself*

*has given me the opportunity to better myself as a student. I am humbled by the support that your scholarship gives to me.*

*Since I last wrote to you, I have made it to the end of my journey in the fire academy. I am currently awaiting results from my firefighting final. If and when I pass I will become a licensed firefighter in the New Jersey*

*area. I am creating my future as the days pass... The sky is the limit and if there is one thing that the fire academy and my classes at CCM have taught me, it's that when you want something bad enough you will eventually succeed... I will not give up on my goals no matter how hard they might become...*

You can make a gift (in any amount) by sending a check to the Foundation (Suite 211/Henderson Hall) or online at [www.ccm.edu/donate](http://www.ccm.edu/donate). If making a gift online, please indicate in the "Message" area that it is for the Holiday Card Scholarship.

The name of each Holiday Card donor will appear on this year's card, which we will send to everyone electronically on December 19.

### **Be an Angel to a Family this Holiday Season**

The Women's Center at CCM asks you to share in the spirit of the season by donating gift card(s) to help clients celebrate the holiday. All varieties of gift cards (department store, gas, food, Visa/MC/Amex) are appreciated.

Donations may be dropped off to the Women's Center at CCM, Student Community Center, Room 115 by Tuesday, December 13. For more information, contact Patty Borowski at ext. 5025.

### **'Tis the Season for Holiday Scams**

With the holidays ramping up and seasonal shopping in full swing, criminals are also gearing up for a busy season. Cyber criminals don't take the holidays off. In fact, they're especially busy trying to steal your money and personal information. Shoppers should be more vigilant than ever for scams designed to steal their money and personal information. Though criminals are often aggressive and creative in their efforts to obtain such money and personal information, there are certain red flags and common schemes holiday shoppers can guard against this holiday season. So how do you protect yourself from online shopping scams, social media scams, smartphone app scams and work-from-home scams?

[Read more.](#)

### **Annual CCM Holiday Employee Sale**

You're invited to the annual CCM holiday employee sale at the Campus Store! On Thursday, December 8, from 8:30 a.m. - 6:30 p.m., enjoy 30 percent off of everything in the store (excluding textbooks, computers and already discounted items).

### **Read Consumer Reports Online through CCM Library**

Looking to make a big purchase? Consumer Reports reviews can help you make an informed decision.

- At [www.ccm.edu/library](http://www.ccm.edu/library), click Articles and Databases.
- Select MasterFILE Elite.
- Login with your CCM email username and password.

[Read more.](#)

## **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:

*"Stop by to watch the CCM Dance Theatre in action on December 6 and 7 at 7.30 p.m. in the Music Technology Center, Performance Lab! Come see informal showing of new works in creation by CCM dance majors, faculty and guest artists. Admission is free! Find more information here: <http://tinyurl.com/jrt9cw7>."*

## **KUDOS**

### **Professor Jill Schennum Moderates "Women of Bethlehem Steel"**

Jill Schennum, professor and chair of the Department of Sociology, Economics and Anthropology, will be moderating a panel discussion on the "Women of Bethlehem Steel" today at 6:30 p.m. at Northampton Community College, Bethlehem, PA. The discussion is part of the Lehigh University South Side Initiative and Steelworkers Archives project documenting the female experience at Bethlehem Steel. Schennum has conducted extensive research into the experience of steelworkers following the bankruptcy and closing of Bethlehem Steel and has authored a book on the economic disparities that resulted from the loss of union jobs upon the company's demise.

### **Library Book Group Meeting**

The Library Book Group will meet at 12:30 p.m. on Monday, December 19, to discuss "The Essential Neruda: Selected Poems" (edited by Mark Eisner). Those with questions should contact Lynee at ext. 5278 or [richel@ccm.edu](mailto:richel@ccm.edu).

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

The CCM Library Foundation Center Funding Information Network is offering two free workshops on Friday, 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.

### **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 and 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.

## **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.

The Tuition Waiver form is now available in [E-Forms](#) on the CCM website. The form is fillable but must be printed out for signatures. Paper copies are no longer available.

### **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.