

The CCMemo

County College of Morris Employee Newsletter



Upcoming Information Sessions for Continuing Professional Education Programs



County College of Morris will be holding an Information Session for the community and local businesses to learn about the college's wide array of continuing professional education and certificate programs taking place from January through July 2018.

The free Information Session takes place Tuesday, January 9, in the Student Community Center, Davidson Rooms, from 6:30 to 8 p.m. Instructors will be on hand to discuss popular program offerings, including Certified Nursing Assistant, Certified Medical and Billing Coder, Project Management certification and Microsoft Office, along with a full-range of information technology programs such as AutoCAD, Cisco-CCNA and CompTia A+. New courses for the new year include a Career Certificate in Hotel, Restaurant and Hospitality, Certified Peer Recovery Specialist and the in-demand programming language known as R, which is used to analyze large data sets.

For more information call 973-328-5187 or email cpp@ccm.edu

The President's Holiday Card



The Titan recently made a very special visit to campus to spread some holiday cheer on behalf of President Anthony J. Iacono. To view the President's Holiday Card message featuring the Titan, go to <http://tinyurl.com/y7ghlqe2/>.

Voice Mail for the Holiday

Don't forget to update your voice mail message for the upcoming break.

To enter the voice mail system off-campus:

- Call your number or dial 973-328-5355.
- Press * and enter your mailbox number.
- Press # and enter your password.
- Press # and follow the prompts.

To change your voice mail greeting follow these steps:

- Enter voice mail
- Choose 4 – Setup Options
- Choose 1 – Greetings
- Choose 1 – Standard Greeting
- Choose 2 – Alternate Greeting (can be set with an end date for the message to turn off)

CCM Mission and Values Statement

Did you know that the college recently updated its Mission and Values Statement as part of the Middle States Self Study process?

Since the Mission and Values Statement describe the college's purpose and principles, along with setting the direction of its Strategic Plan, it is important that every member of the college community be familiar with these guiding statements. You can find them at

<http://www.ccm.edu/about-ccm/mission-and-values-statement/>.

Library Offers Small Business Workshop

The library will be holding a free Business Research Workshop on Tuesday, January 9, 2018, for small business owners so they can find information to help their business grow.

The workshop will take place 10 - 11:30 a.m. in the Learning Resource Center, Room 205. Registration is required by calling 973-328-5300.

[Read more.](#)

New People and Positions

The following personnel appointment was approved by the Board of Trustees at its December 11 meeting:

- Allison Ognibene, Marketing and Public Relations Specialist, Marketing and Public Relations, Start Date December 18, 2017.

A New Department Name

The Department of Communications and College Relations has been renamed the Department of Marketing and Public Relations to better reflect its functions, which are to promote the college's high-quality education and to maintain and build upon its positive public image.

Accounting Update



Effective January 1, 2018 the standard mileage rate for use of a car will be 54.5 cents for every mile of business travel driven.

Dining Hours for January

December 20 to January 7: All locations closed

January 8 to January 11: LRC Cafe only, 8 a.m. – 2 p.m.

January 12 and 15: All locations closed

January 16: LRC Café only 8 a.m. – 2 p.m.

January 17: Normal hours resume

Happy Holidays!

CCM EVENTS

Professional Day

Thursday, January 11, 2018, 8:30 a.m. – 3:30 p.m.

Tuesday, January 16, 2018, 9 a.m. – 3 p.m. (note: additional day)

Dragonetti Auditorium

[More Information](#)

Adjunct Faculty Orientation/Dinner

Thursday, January 11, 2018, 5:00 – 7:00 p.m.

Davidson Rooms

[More Information](#)

College Council Meeting

Thursday, January 25, 12:30 – 1:45 p.m.

Sheffield Hall, Room 100

Meeting Schedule for 2017-18:

<http://tinyurl.com/y83u3g3g>

HR CORNER

Retirement Consultations with New Jersey State Approved Vendors

Save for retirement – take advantage of free retirement counseling sessions – make your appointment today. You do not need to be a member to meet with the representatives.

Prudential representative Lily Lau will be on campus from 10 a.m. to 3:30 p.m. on December 18 in Henderson Hall, Room 107. Call 732-236-6782 or email lily.lau@prudential.com to make an appointment to discuss ABP or DCRP investments.

AXA-Equitable representative Mark Sheridan is available for individual appointments. Call 908-230-2042 or email Marc.Sheridana@axa-advisors.com.

MassMutual (formerly Hartford) representative Kenneth Quarnaccio is available for individual appts. Call 848-248-4313 or email kquarnaccio@gittermanwealth.com to make an appointment.

VALIC representative MaryAnn Bradford is available for individual appointments. Call 908-470-4114 or email Maryann.bradford@valic.com.

ATHLETICS

Please check www.ccm.edu/athletics for most up-to-date information.

Social Media

Please help us market all the good things happening at CCM by sharing college events (performing arts, Open Houses, etc.) with your friends through your social media accounts.

Here's what to talk about this week:

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[Read More.](#)

Follow us on:



Kudos

Horticultural Students Display Their Work

Students from the Horticultural Computer Applications class, taught by Professor Anthony Spagnuolo, recently installed a display of some of their home landscape designs, developed through computer software, in the Student Community Center. Their exhibit closes today. As stated by the Association of Professional Landscape Designers, "A well-executed landscape design increases not only the enjoyment of a home, but the actual square footage of valuable space."

Getting in the Titan Spirit

Laura Lee Bowens, registrar (left), and Rita Ragany-Bayer, associate director of Human Resources, show off their college spirit during this week's Titan's Tuesday.



Notices for CCMemo

Please email material for the CCMemo to both Amy Sciuto at asciuto@ccm.edu and Kathleen Brunet Eagan at kbeagan@ccm.edu