



Promethean Magazine Wins Additional National Awards



A consistent award-winner, The Promethean, the County College of Morris (CCM) student-produced literary magazine, recently won two additional national recognitions, for a total of three awards so far this year.

The 2016-17 edition of The Promethean was recognized for design excellence earning a Bronze Award in the Magazine Design category in the 47th Creativity International Awards Print and Packaging Design competition.

The Creativity International program, one of the longest running independent design competitions, is considered a barometer of excellence in the graphic design and advertising fields. This year's winners were from 28 countries. Submissions for the competition came from major ad agencies, publishers, graphic designers, freelance designers, marketing departments, nonprofits, in-house and corporate art departments. While the competition does offer a student design category, The Promethean placed in a professional category.

[Read More.](#)

Mini Horses and Affordable Healthcare Open Enrollment



Mini Horses from Hope's Promise will be on campus December 11, from 11 a.m. – 2 p.m. in the Student Community Center (SCC) lobby and in Cohen Hall near the café for de-stressing during finals.

Open enrollment for Affordable Healthcare for employees without health insurance will be available December 12 from 10 a.m. - 4 p.m. in the SCC lobby. No appointment is necessary.

New Meeting Schedule for College Hour

The College Council has approved a new meeting schedule for campus groups to reduce conflicts among the meeting of various college groups during College Hour. The recommended revision was presented to President Anthony J. Iacono by the College Council and was developed by a committee chaired by Vice Presidents Bette Simmons and Dwight Smith and included Dr. Janet Eber, Professor Venny Fuentes and Don Phelps. The revisions include reducing the number of groups meeting during College Hour on Tuesdays and Thursdays and allowing for multiple section courses taught by full-time faculty to take place during College Hour. These revisions will allow faculty, staff and students to continue meeting during College Hour, as well as offering high-demand courses during these times. The president has accepted the College Council recommendation to implement the revision effective Spring 2018 and appreciates the committee's thorough

Using Outlook Calendars

At CCM, Outlook is our official email and calendar system. Many of us spend lots of time scheduling and attending meetings. To help you in scheduling appointments/meetings using Outlook, you are encouraged to spend a few minutes reviewing this brief online overview at <http://tinyurl.com/ya939jf6/>.

Institutional Effectiveness is encouraging you to use this standard when scheduling a meeting/appointment: State the purpose of the meeting, the goal/expected outcome(s) and any preparation needs for the invitees. Attach all relevant materials that could help participants plan or contribute during the meeting.

You can view other Microsoft quick start guides at <http://tinyurl.com/k3ohhuw/>.

Holiday Decorating



With the holiday season and winter months upon us, the CCM Office of Risk Management and county Fire Marshal offer the following reminders regarding fire code provisions:

- No live or cut trees, garland or wreaths should be displayed in offices.
- Extension cords may not be used for more than 30 days and are not a substitute for permanent wiring.
- Equipment such as refrigerators and microwave ovens must be plugged directly into wall outlets.
- The use of household type (zip-cord) extension cords is not permitted.
- Power strips must have an integrated circuit breaker and must be plugged directly into a wall outlet. Connecting multiple strips together is not permitted.
- The use of toasters and toaster ovens is

CCM EVENTS

Informal Dance Theatre Showcase
Monday, December 11, and
Tuesday, December 12, 7:30 p.m.
Music Technology Center
Performance Lab

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

New Jersey Manufacturers will have a representative on campus from 11 a.m. to 2 p.m., on December 6 in Henderson Hall, Room 107. Employees can receive quotes on auto and/or homeowners insurance. To set up a 15 or 30 minute appointment, contact Karyn Norberg at knorberg@ccm.edu with your request.
[Read More.](#)

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

consideration of this matter.

All meetings at College Hour should be scheduled for Tuesday or Thursday 12:30 p.m. – 1:45 p.m. based on the following grid:

GROUP	TUESDAY				THURSDAY			
	1	2	3	4	1	2	3	4
College Council								X
Schools (All Faculty)					X			
Standing Committees		X					X	
Student Organizations	X		X			X		X

Meetings for the following groups may be scheduled at other times as appropriate: departments (all faculty), school deans and/or department chairs.

Library Information for Seasonal Giving



Are you searching for the perfect gift to give a friend or loved one this season? Do you want to check and see how effective your charity donations are?

The library has created the following guides to help keep you informed:

[Consumer Reports Winter Gifts](#)
[Tis the Season Charity Checker](#)

Chartwells Dining Hours for December and January

December 11 and 12: Normal hours
December 13 and 14: LRC and Cohen Café, 7:30 a.m. – 4 p.m.
December 15: LRC Café only, 7:30 a.m. – 2 p.m.
December 18 and 19: LRC Cafe only, 7:30 a.m. – 4 p.m.
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

Campus Store Holiday Sale

The Campus Store's annual employee holiday sale will be held today from 8:30 a.m. – 4:30 p.m.

Double your employee discount – instead of 15 percent, get 30 percent off most items.

Dessert and refreshments will be served during lunch.

Winter Music Concert Video

If you missed the college's 2017 Holiday Concert, presented by the CCM Wind Ensemble and Chamber Choir last Friday, you can still enjoy the magic by viewing the concert here <https://youtu.be/eSXOox35cuE/>.

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.

Follow us on:    

only permitted in break or kitchenette areas, not in your work area.

- Never leave a toaster or toaster oven unattended while in use.
- The use of kerosene or propane heaters in any building is strictly prohibited.

Only Underwriter Laboratories listed oil filled radiators are permitted. They must have a safety switch that automatically shuts off if tipped over. The radiator must be turned off when the office space is unoccupied and must be plugged directly into an approved receptacle and not a power strip or an extension cord. No radiators are to be operated within three feet of any combustible materials.

WordPress Training Sessions

Training sessions will be held on Friday, December 8, for those who will be responsible for updating and maintaining department webpages on the college's new WordPress platform. These will be hands-on sessions where people can make any updates or corrections that are needed on their pages.

If your area does not have someone already designated for updating department pages, please select someone to assume this role. Having such a person will help to ensure that pages are updated as needed and that all information is accurate.

Training sessions will be held from 11 a.m. to noon in Emeriti Hall, Room 203. Participants can attend one of the two sessions or even both if they wish. For more information, contact John Hester at jhester@ccm.edu.

Information Session: Rutgers Business Degrees



Beginning Fall 2018, two new Rutgers Business School-Newark programs will be offered through the CCM partnership. The two programs are B.S. in Leadership and Management and B.S. in Marketing. An information session will be Tuesday, December 12, 5:30 – 7:30 p.m. in Davidson Rooms A and B. RSVP at www.ruatccm.com/business.
[Read more.](#)

Virtual Campus

Did you know that CCM is building a Virtual Campus?

What is a Virtual Campus?

A Virtual Campus provides an all-encompassing college experience without the need to access a physical campus.

Have questions? Ask us: VCLearning@ccm.edu or 973-328-5332.

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.

Upcoming Titans schedule:
(vs. = home game, @ = away game)

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

Men's Basketball:

December 9, 2 pm vs. Valley Forge
December 12, 7 pm @ Brookdale
December 14, 7 pm @ Mercer CC
December 16, 2 pm @ RCBC

Women's Basketball:

December 9, 12 pm vs. Valley Forge
December 12, 5 pm @ Brookdale
December 14, 5 pm @ Mercer CC
December 16, 12 pm @ RCBC

OUCH!

The December issue of OUCH! is out. This month's issue is led by Guest Editor Tiffany Schoenike and covers Lock Down Your Login.

[English Version \(PDF\)](#)

[Translations & Archives](#)