

# The CCMemo

County College of Morris Employee Newsletter



## CCM EVENTS

**Adjunct Faculty Professional Day**  
Saturday, February 3, 8 a.m. – 12:30 p.m. [More Information](#)

**Virtual Campus Open House**  
Thursday, February 8 from 12:30 to 1:45 p.m. (college hour) in LRC 121

**College Council Meeting**  
Thursday, February 22, 12:30 – 1:45 p.m., SH 100  
[View meeting dates for Spring 2018](#)

**Student Nursing Association Film Screening**  
Friday, February 23, 7:00 p.m. in the Dragonetti Auditorium. Tickets \$10.  
[More Information and ticket purchase](#)

**James Wright- A Life in Poetry Reading by Jonathan Blunk**  
March 20, 12:30 – 2 p.m., LRC 121

**Professional Days**  
May 16 -17  
Details to follow

## HR CORNER

**Employee Accident/Injury/Illness Reporting**  
Employees who experience a work-related accident, injury or illness must immediately notify their supervisor, and then report to either Health Services or the Department of Public Safety. The employee and their supervisor are required to complete a Morris County Workers' Compensation Report of Injury and forward it to the Compliance Officer, Dawn Latincics in HH106 within 24 hours of the injury/illness. Timely reporting is crucial to CCM's safety compliance and ensures coordination of worker compensation for medical bills. CCM's "Employee Work Related Accidents, Injuries or Illnesses Reporting Requirements" Policy and associated forms are located on the Human Resource webpage in Spider.

**Division of Pensions and Benefits Retirement Seminar**  
CCM's HR department is hosting a Retirement Seminar presented by the Division of Pensions and Benefits on Friday, March 16, at 10 a.m. in Sheffield Hall, Room 100 for participants in the Public Employees Retirement System (PERS) and the Teachers' Pension and Annuity Fund (TPAF). This event is open to the public. However, CCM employees and one guest have guaranteed seating by registering with Karyn Norberg via email at [knorberg@ccm.edu](mailto:knorberg@ccm.edu). [More Information](#)

**Defined Contribution Retirement Program for Part-time Employees**  
Part-Time employees enrolled in the Defined Contribution Retirement Program (DCRP) can learn more about their plan by registering for in-person seminars or on-line webinars presented by the Division of Pensions & Benefits. [Registration Information](#)



## VOCATIONAL SCHOOL AND CCM INTRODUCE CYBERSECURITY PROGRAM FOR HIGH SCHOOL STUDENTS

The Morris County Vocational School District in partnership with County College of Morris (CCM) is offering a new Share Time program, Cybersecurity and Information Protection (CIP), for Morris County high school students.

Students in the program will take a two-year course sequence at CCM in Randolph. The courses will focus on the technical skills and knowledge required to work in cybersecurity in both the public and private sectors. Through their program studies, students will earn 39 college credits and the Comptia A+ certification.

[Read more.](#)



## CCM GALLERY HOSTS NATIONAL ASSOCIATION OF WOMEN ARTISTS

The National Association of Women Artists (NAWA) is presenting its annual juried members exhibition revolving around the concept of "Open Horizons" at the County College of Morris (CCM) Art and Design Gallery, February through March.

NAWA selected its theme to highlight the truth that "no matter how challenging the times are, the horizon of the future is always open." Even in abstract concepts, horizons can be found in the divisions of space, a landscape, or a sea or cityscape, notes NAWA.

[Read more.](#)

## TUTORING CENTER HAPPENINGS

### Science Center

The Science Center will be offering a series of workshops for students this Spring on how to be successful in Biology.

[Read more](#)

### Math Center

The Math Center is offering a Math Anxiety Workshop on February 15, 12:30 to 1:30 p.m. in CH162.

[Read more](#)

## CCM STYLE GUIDES

What style does CCM follow when writing promotional and marketing materials, and for the website and on social media? See if you can answer the following questions:

- Which comma usage style does CCM use: "Red, white, and blue" or "Red, white and blue"?
- Does CCM use an "&"?
- Which is correct: Associates Degree or Associate Degree?

You can find the answers to those and other questions in the CCM Style Guide.

Maintaining the college's quality reputation is essential for ongoing success. People come to CCM because they expect a level of excellence. Key to conveying that excellence is ensuring that there is a consistency in design, messaging and logo usage that supports the college's brand.

To maintain a consistent brand and image, the Department of Marketing and Public Relations has developed a number of resources, listed below, for those who assist with promoting the college.

### Style Guide

For staff and faculty who develop brochures, flyers, signs, banners and who write for college publications, the website and on social media, the "CCM Style Guide" helps to ensure consistency in the way the college presents itself to others. By following the guide, writers can be certain that what they produce is consistent in areas ranging from comma usage, to quotation marks, to room numbers and more. The Style Guide can be found at <http://tinyurl.com/y7haawgb/>. A link to the Style Guide also can be found on the Faculty and Staff page on the website, [www.ccm.edu/faculty-staff/](http://www.ccm.edu/faculty-staff/). A bound printed copy is available by contacting Allison Ognibene at [agnibene@ccm.edu](mailto:agnibene@ccm.edu) or ext. 5050.

## MIDDLE STATES INFORMATION SESSIONS

Dr. Dwight Smith will provide an overview of the Middle States Team Visit in the following information sessions:

February 8, 12:30 - 1:45 PM, DeMare 118

(snow date February 15)

February 13, 12:30 - 1:45 PM, DeMare 118

(snow date February 20)

## MIDDLE STATES INFORMATION VIDEO SERIES

The Media Center has created a series of videos designed to keep the CCM community informed about Middle States Accreditation. Each video highlights a different area of the process. This week's videos are:

- [Requirements of Affiliation](#)
- [Standard 1: Mission and goals](#)



## LEAVE TIME BALANCE REPORTS

Balance reports will be going out to full time employees late March. Now is a good time to review your leave time balances and resolve any discrepancies you may come across. You can log into Web Advisor through the CCM website. Check your timesheets against the "as of" date shown on the website. Should you have any questions regarding your balances, or need assistance, please call Lori Zarandona at X5033 or email [lzarandona@ccm.edu](mailto:lzarandona@ccm.edu).

## TAX YEAR 2017 1095-C FORMS

CCM benefit eligible employees can access their 2017 1095-C form via Titans Direct - Tax Information under CCM's WebAdvisor. Online tax forms are required by law for public employees. Human Resources will not be printing these forms. If you have difficulty printing your 1095-C form, do not hesitate to contact Human Resources.

## THIN CLIENT OPEN SESSIONS

Information Systems will hold two open sessions to demonstrate the new Thin Client system that will start being deployed in February. Sessions are available in DH118 on Tuesday, February 6, from 1:30 to 2:30 p.m. and Thursday, February 15, from 11:00 a.m. - noon.

## EOF TRICKY TRAY DONATIONS

The Educational Opportunity Fund (EOF) Office is accepting donations until March 1, for their 11th annual Tricky Tray fundraiser that directly supports student's needs. Some donation examples: Gift Cards, Certificates for free services, (such as Hair Salons), wrapped bath and body sets, gourmet dry foods, candles or home goods small enough to fit in a basket, would be greatly appreciated. Please note, all items must be new. Letters to merchants detailing the EOF program are available in EOF, CH 211, which is helpful if asking businesses for donations.

Two important notations included in the guide are:

- The college is referred to as County College of Morris, not "the County College of Morris."
- Only one space – not two – should be inserted between sentences.

### Logo Usage and Color Palette

The CCM logo is the visual mark used to build awareness about the college. It is important that the logo ALWAYS be used as intended. Guidelines regarding logo usage can be found at <http://tinyurl.com/yd78xmot/>. A link to that document also can be found on the Faculty and Staff page on the website, [www.ccm.edu/faculty-staff/](http://www.ccm.edu/faculty-staff/).

Any questions regarding the college's branding guidelines can be directed to Kathleen Brunet Eagan, director of Marketing and Public Relations, at [kbeagan@ccm.edu](mailto:kbeagan@ccm.edu) or ext. 5052.

### Social Media

A Board of Trustees approved document, the CCM Social Media Policy outlines the steps that need to be taken by CCM staff and student organizations when creating and using social media platforms. The Social Media Policy can be found at <http://tinyurl.com/yaqvnfn7/>. A set of guidelines additionally has been established for social media accounts, which can be found at <http://tinyurl.com/yaqvnfn7/>. Links to the policy and guidelines also can be found on the Faculty and Staff page of the website, [www.ccm.edu/faculty-staff/](http://www.ccm.edu/faculty-staff/).



## HELP SAVE A LIFE ON VALENTINE'S DAY

According to the American Red Cross every two seconds someone in the United States needs blood. This Valentine's Day, Wednesday, February 14, CCM in conjunction with the Student Nurses Association (NSA) will be holding a Blood Drive from 9 a.m. to 3 p.m. in the LRC room 120.

If you would like to participate, please [sign up](#) and select a convenient time slot. Walk-ins are welcome, but there may be a wait.

If the SNA has 50 sign-ups, they will receive scholarship monies. Your blood donation will help others!

For questions about the Blood Drive, please contact Liz Hoban at [ehoban@ccm.edu](mailto:ehoban@ccm.edu) or stop by Health Services (CH266).

## CREATIVE LEADERSHIP CLUB

The Creative Leadership Club will meet Friday, February 23 from Noon to 1:00 p.m., when they will be painting wine glasses to donate. If you're interested in participating in this project, please sign up by emailing Edie Nelson at [enelson@ccm.edu](mailto:enelson@ccm.edu).

### Retirement Consultations with New Jersey State Approved Vendors

Save for retirement – Receive free, no pressure, retirement counseling sessions.

Make your appointment today. You do not need to be a member to meet with the representatives.

**TIAA** representative Zhee Sarabia will be on campus from 9 a.m. - 5 p.m., on February 15, March 8, April 12, May 22 and June 7, 2018 in Henderson Hall, Room 107. Call 800-732-8353 to make an appointment.

**Prudential** representative Lily Lau will be on campus from 10 a.m. - 3:30 p.m. on February 6, March 5, April 5 and May 3, 2018 in Henderson Hall, Room 107. Call 732-236-6782 or email [lily.lau@prudential.com](mailto:lily.lau@prudential.com) to make an appointment to discuss ABP or DCRP investments.

**MetLife/Brighthouse** - representative David Sharpe is available for individual appointments. Call 973-575-3254 or email [dsharpe@financialguide.com](mailto:dsharpe@financialguide.com).

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

**MassMutual (formerly Hartford)** representative Kenneth Quarnaccio is available for individual appointments. Call 848-248-4313 or email [dsharpe@financialguide.com](mailto:dsharpe@financialguide.com).

**VALIC** representative MaryAnn Bradford is available for individual appointments. Call 908-470-4114 or email [Maryann.bradford@valic.com](mailto:Maryann.bradford@valic.com).

## ATHLETICS

### Men's Basketball:

February  
3, 2:00 PM @ Valley Forge  
10, 3:00 PM @ Lackawanna  
15, 7:00 PM vs. Essex CC  
27, 7:00 PM vs. Raritan Valley

### Women's Basketball:

February  
3, 12:00 PM @ Valley Forge  
10, 12:00 PM @ Lackawanna

See [www.ccm.edu/athletics](http://www.ccm.edu/athletics) for the most up-to-date information.

## NOTICES FOR CCMEMO

Please email material for the CCMemo to both Amy Sciuto at [asciuto@ccm.edu](mailto:asciuto@ccm.edu) and Kathleen Brunet Eagan at [kbeagan@ccm.edu](mailto:kbeagan@ccm.edu). Also note the deadline for submissions is end of day Wednesday.

## SOCIAL MEDIA

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

**Here's what to talk about this week:** The Morris County Vocational School District in partnership with County College of Morris (CCM) is offering a new Share Time program, Cybersecurity and Information Protection (CIP), for Morris County high school students.

[Read more.](#)

