



The CCPS All-Points Bulletin

November/December 2004

A Message from the Secretary

All too quickly another year has flown by. The holiday season is here again to remind us of the things that are most important: family, friends and faith in the goodness of mankind. Enjoy the holidays with your loved ones, and please take a moment to remember all of those who can't be with their families this season. More than 5,000 of our N.C. National Guard members are on federal duty overseas, and many other service members whose units are based in North Carolina are deployed as well. There are many ways you can show these men and women that we support them and appreciate their sacrifice. Donations to the National Guard's [Soldiers and Airmen Assistance Fund](#) are always welcome. There are other suggestions on Governor Easley's website at [Support Our Military Families](#).

Thank you for another year of dedicated service to the citizens of North Carolina and this department. I and the department's management staff look forward to working with you in 2005.

Bryan E. Beatty

Comings & Goings

Welcome to our new employees: **Linda Buckram, William Diuguid, Lonnie Hill Jr., Joseph Hughes Jr., Amy Moss, Patty Moyer, Michele Walch, and Mark Williamson, EM; Anthony Williams, NCNG; and Martha Clements, Delayo Dodd, Stephen Grogan, Tamara Staton, and Jody Vail, SHP.** Good luck to our recent retirees: F/Sgt. **R.K. Rawlings, Sgts. G.H. Tolbert and S.F. Small IV, Trp. Willie Wilburn, Jr., REII Jerry Massey, and MSII Joe Spencer, SHP.**

Congratulations!

Danyel White has been promoted to Accounting Technician IV in the Controller's Office. The following employees have reached state government service milestones as of November and December 2004. Please congratulate these fellow CCPS employees on their achievements. 35 years: **Harold Meacombs**; 30 years: **Debbie Beam**; 25 years: **Steven L. Pierce** and **Kenneth W. Rimmer**.

Preventing the Flu Even if You Can't Get the Shot

If you aren't in one of the high-risk groups receiving the flu vaccine, there are things you can do to prevent infection.

- Wash your hands often to help protect you from germs. Use soap and warm water for 15 to 20 seconds, or use alcohol-based disposable hand wipes or gel sanitizers.
- Avoid touching your eyes, nose or mouth so you won't spread germs you might have touched.
- Avoid close contact with people who are sick.
- Stay home from work, school, and errands when you are sick.
- Cover your mouth and nose with a tissue when coughing or sneezing.
- Seek medical attention if you have any of the following symptoms of flu:
Sore throat Headache Runny or stuffy nose Extreme tiredness
Muscle aches Dry cough Unusually high fever
- Gastro-intestinal symptoms, such as nausea, vomiting, and diarrhea, are much more common among children than adults

Taking these actions can help you and those around you stay healthy!

From the Benefits and Safety Office

Your CCPS Safety Office wants to make sure you stay safe this holiday season. Here are some reminders about Christmas tree and electrical safety for both the office and at home.

- * All Christmas trees located in buildings that do not have sprinkler systems must be treated and kept flame resistant.
- * Place the tree away from heating vents that could cause the tree to dry out.
- * Cut off at least one inch of the bottom of the trunk to help the tree absorb water.
- * Place the tree in a sturdy stand with adequate (about 2 inches) water.
- * Check and maintain the water level on a daily basis. Remove the tree from the building when it gets dry and brittle.
- * Combustible artificial Christmas trees shall be labeled or otherwise identified or certified by the manufacturer as being "flame retardant" or "flame resistive." If documentation on your tree cannot be found, it may be displayed if no lights are hung on the tree.
- * Never place electrical lights on metal trees.
- * Always unplug Christmas lights before leaving the office.
- * Take down the tree soon after the holidays.
- * Use only listed (UL or FM) lights certified for indoor use.
- * Lights should be connected directly into a wall socket; no brown or white "zip" lines or "octopuses" should be used.
- * Check all lights for frayed wires, loose connections, or anything that would create a potential fire hazard.



CCPS Logo Embroidered Winter Apparel For Sale

Mail your check and the order form below including your name, mailing address, phone number, item, color, size, and quantity to Renee Hoffman, CCPS Public Affairs, 4701 Mail Service Center, Raleigh, 27699-4701. Please make checks payable to "CCPS Employee Appreciation Fund." Tax already included in price.

The deadline for orders is December 31, so mail your check now!

Fleece Pullover Jacket: 'wick quick' fabric, ½ front zipper, slanted pockets, elasticized drawcords with toggles. Colors: bright yellow, red, cobalt blue, charcoal, forest green, black, and ink (navy) – all with black trim. Sizes S, M, L, XL, 2XL. **\$26**

Fleece Vest: 'wick quick' fabric, full zipper, slanted pockets, elasticized drawcords with toggles. Colors: bright yellow, red, cobalt blue, charcoal, forest green black, and navy– all with black trim. Sizes S, M, L, XL, 2XL **\$22**

Long sleeve denim shirt: 100 % cotton with pocket, button down collar, and woodtone buttons – available in stonewashed denim, dark blue denim, or natural. Sizes: M, L, XL & 2XL = **\$22**

Long sleeve T-Shirt: 100% heavyweight, pre-shrunk cotton. Full-color embroidered CCPS logo. Colors: gold, light blue, red, royal blue, navy, purple, Texas orange, forest green, prairie dust (soft brown), natural, sports gray, white, and black. Adult sizes small to 5XL – colors limited in larger sizes, call for details. **\$16**

Long Sleeve Polo Shirt: 100% pre-shrunk cotton pique – Colors: red, navy blue, forest green, black, white, and sports gray. Sizes: S, M, L, XL & 2XL = **\$21**

Short Sleeve Polo Shirt: 100% pre-shrunk cotton pique – Colors: indigo (soft blue), purple, gold, charcoal, tangerine, royal blue, navy blue, forest green, red, maroon, black, white, and sports gray. Sizes: S, M, L, XL, & 2XL = **\$16**, sizes 3XL and 4XL = **\$20**

Low-profile baseball cap with adjustable cloth band: comes in five stonewashed colors: black, khaki, cardinal, charcoal, and denim. **\$10**

Expandable deluxe black leather-like attaché bag: Adjustable, removable padded shoulder strap, matching handle with padded grip, front and back pockets with zippers, inside multi-compartment organizer, size = 17" L x 13" H x 4.5" W but main interior compartment expands to 7 inches. **\$30**

Name	Phone number	Item (polo, denim, cap, bag, etc.)	Color	Size	Quantity	Price

If outside Raleigh, your mailing address:

Total: