



December 17, 2021
Volume 2021/636

CCM EVENTS

[Holiday Closing](#)
Winter Break, December 24 – January 7

[Save the Date](#)
Professional Day
Tuesday, January 18, 9 a.m. to 4 p.m.

[Data Integrity & Ethics Training](#)
Through March 23
Password: 10073Rec121821

[Public Safety Visitor's Registration Link](#)

THE PROMETHEAN

A Literary and Arts Publication

2020-2021



The Promethean Wins Second National Award This Year Recognized Once Again for Excellence by Graphic Design USA

A consistent national award-winner with more than 40 honors to its credit, The Promethean, the student literary and design publication at CCM, has been selected by Graphic Design USA for a second award in its 2020 competitions. This time, the 2020-2021 edition of [The Promethean](#) was presented with an American Graphic Design Award.

The American Graphic Design Award is the original design contest founded by Graphic Design USA 56 years ago. The contest is open to the entire design community and recognizes outstanding work in all categories and media, self-promotional items, publications, invitations, signage and websites. This year's contest drew approximately 10,000 submissions. Only 10 percent, or about 1,000 submissions, were selected for recognition. The American Graphic Design Awards contest does not include a student category, so The Promethean was judged against work produced by professional designers in this competitive field. With this most recent selection, the publication now holds 42 national awards.

Earlier this year, Graphic Design USA selected the 2020-2021 issue of The Promethean for a 2020 Inhouse Graphic Design Award. That award, which recognizes the design work of studios that work inside a business setting, marked the 16th time since 2005 The Promethean had been selected for that recognition.

The 2020-2021 Promethean student design team consisted of Anthony Villotti, of Roxbury; Allana Iskra, of Montville; and Terrance Wilkins, of Mine Hill. The theme was COVID-19, but with a light touch, explains Professor Kathy McNeil, faculty advisor for The Promethean.

"I am so pleased and humbled that this professional organization continues to confirm The Promethean's excellence," said McNeil. "It continues to be a showcase for the high-quality education CCM provides its students."



Rob Stirton, vice president, Institutional Effectiveness & CIO, recently took part in a podcast conversation with Cassidy Shield of Narrative Science on "Driving Data Transformation in Higher Education," as he shared CCM's data journey. You can listen to that podcast here <https://rb.gy/lir2ao/>.



The Cupcake Winners

Curious which Culinary students won the Cupcake Competition? Here are the winners:

1st Place Meichan Saechao
Table # 5-Nutella & Banana, S'mores & Strawberry
Banana

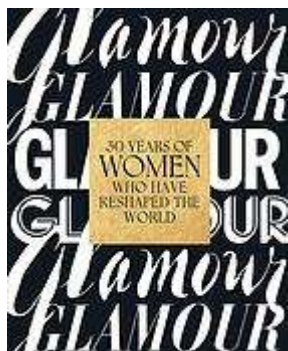
What to Know about Employee Benefit Deductions

All employee benefit deductions (ABP, PERS, voluntary retirement, dental, FSA, etc.) are taken from the first two pays each month (24 times for those paid over 12 months and 20 times for those paid over 10 months); **except for the health benefit deductions** which are taken from every pay period (26 or 22 times). Beginning in calendar year 2022, the college will be changing the health benefit

2nd Place Paul Roache
Table # 4 -S'mores & Cranberry w/Rosemary

3rd Place D'Andre Williams|
Table # 1-Oreo Maria Chocolate Cookies & Strawberry

Get Some Books for the Winter Break



Stop by CCM library for your winter break reading. The library is open through December 23.

Click [here](#) to view some of the new nonfiction books at the library.

Operational Hours for Student Development & Enrollment Management

The Division of Student Development & Enrollment Management has set its hours of operation for when the college returns from the holiday break. Offices under that division, including Admissions, Financial Aid, and Records & Registration will be operating as follows:

January 10 – January 21, 2022: Mondays – Thursdays, 8:30 a.m. – 6:30 p.m.; Fridays, 8:30 a.m. – 4:30 p.m.

As of Monday, January 24, 2022, the division's offices will resume late nights on Mondays and Thursdays with all other nights ending at 4:30 p.m.

The college will continue processing student applications and registrations during the holiday break as much of that is done online. For the state of the holiday break, Student Development & Enrollment Management will include a message on its phone and emails that the college is closed, which may cause a delay in processing. However, as many applications as possible will be moved through the enrollment process to ensure students get registered in advance of the college's January 10 return date.

New Employees and Positions

Congratulations to the following people whose new appointments at the college were approved by the Board of Trustees at its December 14 meeting.

Ashley Campbell, Women's Softball Assistant Coach, Women's Softball
Shailendra Chainani, Environmental Safety Coordinator, Public Safety
Rene Diaz, Automotive Mechanic
Cody Kinney, Groundskeeper, Groundskeeping
Raymond Larsen, Maintenance Mechanic, Repairs & Maintenance
Stacy Maldonado, Communication Specialist, Marketing & Public Relations
Donovan Mantone, Maintenance Mechanic, Repairs & Maintenance
Kayode McKinnon, Head Women's Soccer Coach
Fukie Otsuka, Custodian I (Evenings), Custodial Services
Any Parra, Custodian I (Evenings), Custodial Services
Sandra Riano-Fernandez, Assistant Director of Auxiliary Enterprises, Bookstore
Nicole Schwartz, Assistant Professor, Art & Design

Become Your Best Self



Are you looking to grow personally and professionally? CCM's employee assistance provider, New Directions, offers quick, cost-free webinars designed to help you become your best self at work and home. Pre-recorded and live

premium deductions to match all benefit deductions. Therefore, any month when there are three paychecks, only the first two will have benefit deductions.

- The change will be implemented with the first pay of 2022
- No action is required on your part
- Benefit deductions will be split evenly over the first two bi-weekly paychecks each month
- If there is a third check in a month, that will be the "freebie" – no benefit deductions taken resulting in a larger net amount

If you have any questions, contact Karyn Norberg at knorberg@ccm.edu.

COVID-19 Holiday Testing Closures

Please be aware that there will be no on campus COVID-19 testing as indicated below. Those who have opted to be tested will need to make alternate arrangements.

Winterim

If you will be on-campus during January 3 – 7, 2022, there will be no on-campus testing. You are still required to submit a PCR test result by noon on Friday, December 31, therefore requiring you to have testing performed off-campus at a site of your choosing between December 27 – 31.

Winter Break

If you are returning to campus the week of January 9, you must submit your PCR test result by noon on January 7, therefore requiring you to have testing performed off-campus at a site of your choosing between January 3 – 5.

WebAdvisor Service to End

Due to Ellucian's End of Support of WebAdvisor, the college is now in the final stages of completing the migration to Titans Direct.

Please be advised that all access to WebAdvisor will terminate after 4 p.m. on Wednesday, December 22.

Questions and any issues can be directed to the Solution Center should you experience any problems accessing your data in Titans Direct.

Tighten Up Titans



As we get ready for the Winter Break, remember when you return to campus in January to take the proper safety measures to keep yourself and others safe: Wear a mask, social distance and wear your CCM ID.

A Season of Giving and Receiving



Donate at <https://giving.ccm.edu/campaigns/snowflake-campaign#/> or the Foundation office. During the month

STUDENT SERVICES

Counseling & Wellness Center Fall Workshops

For more information, click [here](#).

The Library
In-Person and Remote Service

Online Tutoring Center
For more information, click [here](#).

HR CORNER

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 speak with the representatives.

AIG (formerly VALIC) representative MaryAnn Bradford is available for individual appointments.

Call 732-832-5346 or email Maryann.bradford@aig.com

Schedule a virtual meeting or phone call: <https://my.valic.com/seminarregistration/availableseminars.aspx?regcode=5296NEW11AA>

Equitable representative Mark Sheridan is available at all 908-230-2042 or email Marc.Sheridan@equitable.com

Access Marc's calendar to schedule an appointment: <https://app.zynbit.com/zynical/schedule/marc-sheridan>

MassMutual (formerly Hartford) representative Kenneth Quarnaccio is available at 848-248-4313 or email kquarnaccio@gittermanwealth.com.

MetLife/Brighthouse representative David Sharpe is available at 973-575-3254 or email dsharpe@financialguide.com.

Prudential
Call 732-428-2314 or email alicia.smith@prudential.com to make an individual appointment to discuss ABP or DCRP investments.

Contact TIAA's National Contact Center at 800-842-2252 for questions and counseling.

Voya representative, John Murray is available to help you with your retirement account. To schedule an appointment call (609) 234-3369 or email johnmurray@voyafa.com

NOTICES FOR CCMEMO

Email material to Kathleen Brunet at kbrunet@ccm.edu.

Submissions must be received by 3 p.m. Wednesday.

Looking for past issues of the CCMemo? [Find them here.](#)

webinars are available at eap.ndbh.com. Use company code **ccm** and start growing today. New webinars are available the first day of each month. Here are the upcoming webinars.

Pre-Recorded

JANUARY | Achieving Harmony: How to Maintain a Healthy Work/Life Balance

In an effort to “have and do it all,” many people feel stressed by the demands of both home and work and feel challenged to maintain balance. Higher stress levels lead to compromised physical and emotional wellbeing, as well as lost time at work and lower productivity. By raising our awareness and consistently utilizing simple strategies, better balance is possible! In this webinar, you will learn how to: recognize the signs of poor work/life balance, create manageable work and personal goals, plan your time productively, including breaks and distinguish when you need support and how to get it.

FEBRUARY | Family Ties

In this day and age when everyone is plugged in – how are members of the family, especially the children, being affected? Connecting as a family on all levels is key to how children behave in social settings and later in life. Communication skills, dealing with life issues and how they conduct themselves is a learned behavior from parents and other family members.

MARCH | Riding the Waves of Change

Change in life is inevitable. While we can't always control what happens, we can control how we choose to respond to it. What we tell ourselves about change will have a large impact on our feelings and behaviors. During this webinar, we'll demonstrate techniques for successfully navigating change and using it as an opportunity for learning and growth.

Live

JANUARY 19 | Tuning out Technology

Technology has made its way into nearly every aspect of our lives, and many of us spend our entire day staring at screens. In this session, learn more about the effects of screen time and how to develop better digital hygiene.

FEBRUARY 16 | Communicating Effectively

Communication can be difficult and messy. We forget that our feelings play a part in how messages are delivered, received, and processed. Learn more about how interpretation can change the meaning and how to ensure that what you say is what others hear.

MARCH 16 | Post-Pandemic Mental Health

The COVID-19 pandemic has tremendously impacted our mental health on a global scale and for many, these mental effects will likely outlast the virus itself. In this session, learn more about these long-term effects and different ways to manage them.

of December, come down to the Foundation office in Henderson Hall Room 211 and choose your ornament.

The Foundation also will be holding an open house December 20, 21 and 22. Come join the Foundation team from 10 a.m. – noon for cookies and a hot beverage.



Holiday Payroll Deadline

Due to the holiday closing, the Payroll department is requiring all Department Summary Timesheets (PTAA) forms be sent to Payroll by the end of the workday on Friday, December 17, or first thing Monday morning, December 20. This is necessary to process the last payroll of the year on December 30. The schedule is tight and this deadline must be met by all employees. Any time not submitted in time will not be paid until the New Year. Part-time employees and student workers using WEB TIME entry should submit timesheets timely for supervisor approval. Supervisors are required to approve WEB submitted timesheets following the same schedule as manual timesheets.

The first pay of 2022 will take place on January 13. If you will not be on campus during the break, we request that you submit your timesheet by December 20. If you will be on campus during the break, normal timelines and approvals apply.

If you have questions or encounter any issues, reach out to the Payroll team at payroll@ccm.edu.

Payroll W4 Reminders

As we near the start of 2022, here are a few reminders regarding payroll related matters.

Claiming Exemption from Withholding – the IRS requires you to complete a new W-4 form each year if you are claiming exemption from federal tax withholding. If you wish to claim exemption from withholding in 2022, you must submit a new W-4 form and the original document to Payroll no later than February 15, 2022.

Add/Update Your Name and Home Address – it's important to add or update your personal information as it will be used to populate your 2021 W2.

Any questions, reach out to the Payroll team at payroll@ccm.edu.

SOCIAL MEDIA

Help us communicate all of the good things happening at CCM by liking, sharing or commenting on the college's social media posts and pages.

