



December 16, 2022  
Volume 2022/683

### CCM EVENTS

**Winter Break**  
College Closed  
December 24 – January 8

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

### STUDENT SERVICES

**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. Select this link to schedule an appointment [Click here to schedule a virtual meeting or phone appointment](#)

Empower (formerly MassMutual/Hartford) representative Kenneth Quarnaccio is available for individual appointments, contact him at 848-248-4313 or by email at [kquarnaccio@gittermanwealth.com](mailto:kquarnaccio@gittermanwealth.com).

Empower (formerly Prudential) representative Raymond Allocco is available for individual appointments for the ABP or the DCRP plans, contact him at 973-908-9619 or by email at [Raymond.allocco@empower.com](mailto:Raymond.allocco@empower.com).

Equitable representative Marc Sheridan is available for individual appointments, contact him at 908-230-2042 or by email at [Marc.Sheridan@equitable.com](mailto:Marc.Sheridan@equitable.com)

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

TIAA: Schedule a virtual appointment here [www.tiaa.org/schedulenow](http://www.tiaa.org/schedulenow) or call 855-728-8422 to speak with an individual.

Voya representative John Murray is available for individual appointments, contact him at 609-234-3369 or by email [johnmurray@voyafa.com](mailto:johnmurray@voyafa.com).

### NOTICES FOR CCMEMO

Email material to Kathleen Brunet at [kbrunet@ccm.edu](mailto:kbrunet@ccm.edu).

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

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



## CCM and Morris Sussex Sports Partnership Benefits Students

As [Morris Sussex Sports](#) continued to grow as a business, covering local high school sports, it found it needed more people to provide live feeds of games, serve as commentators and create content for its website, newsletter and social media channels. Its answer was to turn to CCM, the founder's alma mater, to hire students to fill those roles. Today, a total of 15 CCM students, including several dual-enrolled high school students, serve as employees of the organization.

"We're covering about 30 games a week, so we needed a lot of talented people," explains George Muha '96, founder and owner of Morris Sussex Sports. "Students are meeting that need as they are getting real-life experience."

Along with hiring CCM students, Muha, at the invitation of Broadcast Professor Ray Kalas, makes use of the college's professional TV studio where CCM students enrolled in broadcasting courses and his student employees produce a weekly show.

"The energy that comes from the students working together is electric and provides our student workers with experience that allows them to easily transition to the real world," says Muha.

For the students, the experience has extended beyond gaining camera, video production, writing and social media skills. Some have discovered the career path they want to follow, and all have gained professional skills that will serve them well regardless of the profession they end up pursuing.

"It's been a great learning experience and it helped me to learn what I want to do with my life. Before this, I never gave a thought to sports commentary," says Matt Givone, of Flanders, who hopes to work as a sports commentator as a result of serving in that role for Morris Sussex Sports.

William Dienes, of Mt. Olive, a dual-enrolled Morris County Vocational School District (MCVSD) high school student at CCM, shares a similar experience.

"When I was at Morris County Tech, I had no interest in sports," he recalls. "Then when I came here to tour the studio, George said, 'Come and get some experience.' Basically, it changed my life around. It opened up doors." Those doors for Dienes have included working as a freelance video editor. "The life skills you gain cannot be underestimated," adds Dienes.

Julia Gosden, of Rockaway Borough, also discovered her passion as a result of working for Morris Sussex Sports.

"I learned about working with a camera and about audio, and then I fell in love with sports anchoring," she says.

Caitlin Langan '13, of Rockaway Township, a graduate of CCM's Broadcast Arts and Technology Program and now associate producer at Morris Sussex Sports, explains the approach she and Muha take with the student workers.

"It's not just about coming here and learning skills like how to use a camera. It's also about learning how to troubleshoot, how to work with others and how to solve problems," she says.

Cadence Bernstein, of Montville, another dual-enrolled MCVSD student, sums it up well.

“They are true mentors. You learn so much, not only about the business, but you also learn how to function professionally.”

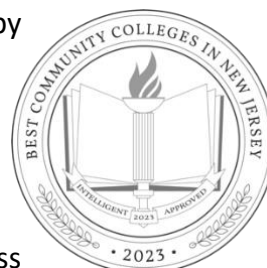
Kalas notes, "Our Broadcasting Arts and Technology Program here at CCM, and specifically our Television Production and Media Aesthetics design courses, prepare students to hit the ground running as they begin to work in the industry. Having Morris Sussex Sports with us on campus is an extraordinary and unique opportunity that helps provide students with the real-life hands-on experience they'll need."

*Photo: George Muha (third from left), founder and owner of Morris Sussex sports, with part of his CCM team of workers (l-r) Matt Givone, Caitlin Langan, Julia Gosden, Cadence Bernstein and William Dienes.*



Once again, CCM has been rated the **Best for Transfer Students** by Intelligent, adding to the college's growing list of accolades. The 2023 ranking marks the second year in a row that Intelligent has

rated CCM as the best community college in New Jersey for students who transfer to a four-year institution to earn a bachelor's degree. The rating is based on the transfer agreements CCM holds with colleges and universities across the state and nation. CCM has more than 170 [transfer agreements](#) to ease the process for students who want to earn an associate then a bachelor's degree. More than 70 percent of CCM graduates transfer to earn their bachelor's degree within three years of graduation – enrolling in schools from New Jersey's top colleges and universities to the Ivy League.



## Happy Holidays from CCM



To view the college's Holiday video, please go to <https://youtu.be/h6DWVNwflCY>

## A Christmas Carol

If you missed the performance of A Christmas Carol presented by the Department of Music, Performing Arts & Music Technologies or would like to enjoy it again, you can watch it at



<https://youtu.be/Hq50GXkkk3o>.

## Check Request Forms and Reqs

Purchasing and Accounts Payable are working closely to ensure that all payments to vendors are processed and mailed next week. If you have a check request or check enclosed purchase order that needs to be processed before the holiday break, submit your check request to Accounts Payable and check enclosed requisitions immediately to Purchasing.

The deadline is end of day today. If you have any issues, email [purchasing@ccm.edu](mailto:purchasing@ccm.edu) for purchasing related questions and [accountspayable@ccm.edu](mailto:accountspayable@ccm.edu) for check request questions.

The status of all goods and services requisitions must be Outstanding by Tuesday, December 20, if you need the order placed before the holidays. Remember to include important information in Printed Comments.

## Reputable Reviews to Guide Your Holiday Shopping



Looking for some reputable reviews for items on your holiday shopping list? Access Consumer Reports through the New Jersey State Library databases. It's easy!

1. Go to [www.jerseyclicks.org](http://www.jerseyclicks.org)
2. Scroll down to the database list and click "Masterfile Elite" and then, "Access Database."
3. In the search box, try the following search strategy:  
SO Consumer Reports AND (keyword). Here is an example: SO Consumer Reports AND laptop.
4. Scroll down a bit, to the "Published Date" limiter, and enter Start Year: 2020 and End Year: 2022.
5. Click on the green "Search" button.
6. Click on the full text PDF link and print or save the article.

**Note:** If you try to access the database off campus, you may be asked to enter a Library Barcode.

Any questions? Call the CCM Library at ext. 5300.

## Out-of-Office Messages During the Winter Break



While CCM staff will be off for two weeks during the Winter Break from December 24 through January 8, not everyone is aware that the college will be closed. Given that, it is important to remember to change the voicemail message on your office phone and to set up an automatic reply in your Outlook account.

For those who work directly with students, you may want to note in your message that, "Even though the campus is closed, students can continue to register

## CCM All Access

The latest episode of CCM All Access features former Host Daniil Barkov. You can watch it at <https://youtu.be/A1xFM-Z32Vw>.

## What to Do in the Event of a Medical Emergency on Campus

During a medical emergency, call 911 or Public Safety at ext. 5550 or 973-328-5550 from a cell phone.

- Do not assume someone else has already called.
- Give your location and a brief description of the incident.
- Identify the type of injury or illness that appears to be taking place.
- Identify the number of sick or injured individuals.
- Remain on the phone if possible and allow others to attend to the injured.
- Do not move the patient unless there is no other alternative due to an immediate danger such as an approaching fire.
- Seek directions from the 911 operator or the Public Safety Dispatcher.
- Stay in the immediate area to monitor the situation and provide direction to the patient when emergency personnel arrive.
- Let the patient know that emergency personnel were contacted and are on the way.

If you are comfortable and able to do so, the following could be performed depending on the emergency scenario:

- If the patient is bleeding, apply direct pressure.
- If the patient is unresponsive and not breathing, start chest compressions and send someone to get an AED (Automatic External Defibrillator).
- Each AED includes voice prompts for proper usage and will automatically check for a heartbeat and repeat shocks only as necessary.
- If there are others in the area, send someone to meet emergency personnel when they arrive on campus so they can be directed to the patient.

For more information on what to do for different sorts of emergencies, read the college's [Emergency Response Guide](#).

## Multi-Factor Authentication for Titans Direct

Starting Monday, December 19, multi-factor authentication (MFA) will be required for employee off-campus access to Titans Direct.

MFA is the process of approving your login via a smartphone app or text message that is already in place for other systems, such as Microsoft Office 365 and Blackboard.

You will see a new page during the Titans Direct login process to select the Employee option prior to

for the Spring Semester in Titans Direct or by visiting the CCM website at [www.ccm.edu](http://www.ccm.edu)."

Instructions on how to change your voicemail message can be found [here](#); scroll down to about the middle of the page to "Accessing Voice Mail Messages, Changing Password, Greetings, etc."

Information on how to set up an automatic reply in Outlook can be found [here](#).

## Library Looking for Archival Materials



Are you cleaning out your office to get ready for the New Year? If so, please consider donating some items to the CCM Library's Archives. The library collects materials

to document the history of the college. The archives include CCM publications, photographs, faculty and staff publications, letters, mementos, newspaper articles, promotional materials, performing arts programs and more. For details, contact Lynee at [lrichel@ccm.edu](mailto:lrichel@ccm.edu) or ext. 5278.

## Payroll Deadline for the December Holiday

Due to the Holiday Closing, there will be an early deadline for all payroll items normally due on December 28. Payroll is requested that PTAA forms be submitted in advance of the college's Holiday Closing. All department PTAA's should be sent to Payroll no later than Monday morning, December 19.

This early deadline is necessary to allow time to process the last payroll of the year for the pay date of December 29. **It is very important that all employees comply with these deadlines to ensure everyone is paid properly.** Any time not submitted by the December 19 deadline will not be paid until the New Year. Part-time employees and student workers using WEB TIME entry should submit their timesheets in time for supervisor approval. Supervisors are required to approve WEB submitted timesheets following the same schedule as manual timesheets.

If you will be on campus during the break, normal timelines and approvals apply. For those working during the break, adjustments will be paid in January.

The first pay of 2023 will take place on January 12.

If you have questions or encounter any issues, reach out to the payroll team at [payroll@ccm.edu](mailto:payroll@ccm.edu).

## Blackboard Moving to a New Interface

Blackboard will be moving to a new user interface and CCM will be moving to Blackboard's Base Navigation interface for Fall 2023. Base Navigation is a more modern and intuitive user interface. The Base Navigation interface is also mobile responsive, which is important as many of our students work on their mobile devices. Base Navigation changes the "look" of the Blackboard entry page, but it does not affect course setup and interface. Please watch the videos below.

[Blackboard Navigation - Instructor Overview](#)

having to enter your credentials and receiving the MFA prompt.

[Blackboard Navigation - Student Overview](#)

The Solution Center has created a sandbox in the test environment for all 22FA Blackboard users. Please access the test environment [here](#).

**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.

