



December 9, 2022
Volume 2022/682

CCM EVENTS

Winter Break

College Closed
December 24 – January 8

Fall 2022 Design and Visual Arts Portfolio Class Exhibit

Art Gallery, LRC
Through December 15

A Christmas Carol

Dragonetti Auditorium
Today and December 10
7:30 p.m.

Employee Sale

Campus Store
Today
8:30 a.m. – 4:30 p.m.

Poinsettia Sale

LHT Greenhouses
December 12
11 a.m. – 5 p.m.

Nursing Evidence-Based Practice Presentations

Davidson Rooms
December 13
1 – 4:30 p.m.

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



Set Goals the S.M.A.R.T Way

It's that time of year when many start thinking about goals and resolutions for the New Year. CCM's Employee Assistance Provider (EAP), New Directions, provides the following advice.

Take a moment and think about some of your goals. When you set goals using the S.M.A.R.T. method, you give yourself the tools needed to be successful.

S.M.A.R.T stands for:

Specific: What exactly are you going to do? Instead of saying, "Eat a healthier diet," a specific goal would be, "I want to eat five servings of fruits and vegetables per day."

Measurable: How will you know that you met your goal? Rather than setting a goal to lose weight you could say, "I want to lose 20 pounds."

Achievable: Is your goal doable? Finding a new house by next week when you still need to obtain financing might not be possible. But taking a few months to find a new house may be more attainable.

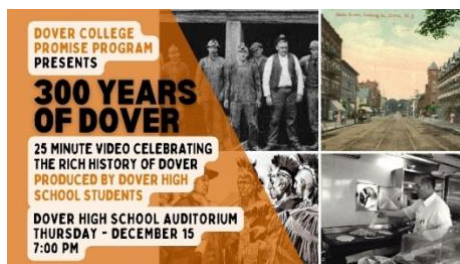
Realistic: Does the goal fit with your needs, interests and skills? Signing up for a 5K might not be a good idea if you don't enjoy running or it hurts. Maybe doing yoga or lifting weights would be a better fit for you.

Time-Bound: When will you accomplish your goal? Set a date to keep yourself on track.

If you'd like to learn more about setting goal, lean on your EAP. Our EAP offers free, confidential services like counseling, legal and financial resources, local referrals, life coaching, online toolkits and more. Plus, [click here](#) to register for the December Webinar on "Goal Setting Strategies." To take advantage of other services, go to <https://eap.ndbh.com> and enter "ccm" for the company code.



Dover College Promise (DCP) students will be showcasing their latest community project – a 25-minute video celebrating Dover's rich history – at Dover High School on Thursday, December 15, at 7 p.m. DCP students have been working on this project for months, putting together the video with the support of community leaders, volunteers, video editors and others within Dover, with Ed Lopez and Juan Osorio, CCM's team, leading the project. Dover High School is located at 100 Grace Street, Dover. Please consider attending to celebrate the work of the DCP students.



Hospitality and Culinary Students Serve Up a Special Celebration



Students and employees from the Department of Hospitality & Culinary Arts served up a very festive and tasty celebration for the campus community on Thursday. Employees were delighted by their culinary talents, creativity and event-planning skills. To view photos and some short videos from the event, click [here](#).



Annual Employee Holiday Sale



The CCM Campus Store welcomes you to take part in its Annual Employee Holiday Sale today in the SCC. The Campus Store has brought in lots of new merchandise this year in

the new school colors and this is your chance to get the best deals of the year. Buy for yourself and everyone on your shopping list. When you visit, enjoy the holiday store window that was put together by the store's awesome student aides this semester.

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 summary timesheets (PTAA) forms 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 all employees are 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

Ugly Sweater Day



Friday, December 16, is National Ugly Sweater Day. Join the fun and celebrate the truly amazingly ugly sweaters that emerge during the holiday season. Wear your favorite "ugly" sweater all day and see who's rocking the tackiest holiday wear. Let's kick off the winter break in style!

View the Work of Nursing Students

The Maternal-Child/Mental Health Nursing class and faculty cordially invite you to attend the Evidence-Based Practice Presentations on Tuesday, December 13, from 1 – 4:30 p.m. in the SCC Davidson Rooms. Students and faculty would love to have you there.

Holiday Concert

Last Friday night, the Department of Music, Performing Arts & and Music Technologies presented its annual Holiday Concert, featuring the CCM Wind Ensemble and Chamber Choir. If you were not able to attend or would like to enjoy it again, you can view it at <https://youtu.be/z3qqdWaklOM>.

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 richel@ccm.edu or ext. 5278.

CCM All Access

The latest episode of CCM All Access features Cole Huetz and Angel Dominguez, Captains of the CCM Soccer team. You can watch it at https://youtu.be/sFqYt-l1W_s.

Disposing of Your Mobile Devices



The latest issue of OUCH! focuses on how best to dispose of mobile devices. Mobile devices, such as smartphones, smart watches and tablets, continue to advance and innovate at an astonishing rate. As a result, you may be replacing a device as often as every year. Unfortunately, you may not realize how much personal data are on your devices. Covered are the different types of data on mobile devices and how you can securely wipe them before disposing or replacing them. Read about it [here](#).

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.

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.

Equitable representative Marc Sheridan is available for individual appointments, contact him at 908-230-2042 or by email at 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.

TIAA: Schedule a virtual appointment here 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.

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.](#)

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.

Payroll W4 Reminders

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 2023, you must make this choice on a new W-4 form and submit it to Payroll by February 15, 2023.

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 2022 W2. The name on your W2 form must match your SSN card name.

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.

