



December 1, 2023
Volume 2023/81

Immerse Yourself Into The Arts in December

As the holiday season begins and the semester winds down, take advantage of having a number of artistic and entertaining opportunities being held on campus this month.



Holiday Music Concert – Friday, December 1 at 7:30 p.m. in Dragonetti Auditorium. Free Event. Featuring performances by the CCM Chamber Choir, Wind Ensemble, and Jazz Ensemble.

Dance Theatre First Look – Monday and Tuesday, December 4 and 5 at 7:30 p.m. in the Performance Lab (MTC 105). Free Event.



Fall Drama – “Clue” starts Thursday through Saturday, December 7-9 at 7:30 p.m. in Dragonetti Auditorium. This slapstick murder mystery is based on the iconic 1985 movie by Jonathan Lynn, which was inspired by the classic Hasbro board game. The tale begins at a remote mansion where six mysterious guests assemble for an unusual dinner party and murder is on the menu. Read more [here](#). All faculty and staff receive one free ticket! Show your CCM ID at the box office.



Starting now through December 12, all are invited to view traditional and digital artwork from CCM’s **Visual Art and Animation** Programs. The exhibit is being held in the Art & Design Gallery in the LRC, with a free reception on Thursday, December 7, from 6-8 p.m., in the LRC Reading Room. Each student will have three to four pieces on view in the form of PowerPoints and books. They will also display business cards, resumes and other writings.



On behalf of the **Department of Criminal Justice**, Robert J. Carroll, Prosecutor of Morris County and formerly the Chief of the New Jersey Statewide Organized Crime and Racketeering Task Force, presented the methodology and background utilized to capture and convict ‘The Iceman,’ one of the most prolific murderers in NJ law enforcement history. A discussion was held in Dragonetti Auditorium last month to review the complexities of capturing a multi-murderer while he was actively planning six other murders and crimes.



“This was an excellent textbook example of real-life law enforcement personnel operating in a high-risk and time sensitive situation to prevent further murders while gathering vital evidence of the Iceman’s techniques and crimes,” said **Professor Maureen Kazaba**. “It also illustrates the diverse opportunities available for those interested in law enforcement careers.”

Holiday Shopping Opportunities



Holiday Marketplace

The Annual Holiday Marketplace is scheduled for Tuesday, December 5, from 11 a.m. to 3 p.m. in the SCC.

Campus Store Sale



The Employee Sale is Wednesday, December 6, from 8:30 a.m. - 4:30 p.m. Employees are eligible for 30% off their new CCM merchandise as well as exclusive one day only discounts. *Exclusions apply.

Poinsettia Sale

The Landscape and Horticultural Technology Department is sponsoring a Poinsettia Sale on Monday, December 11 and Tuesday, December 12, from 11 a.m. to 5 p.m., LHT Building Lobby (lower end of Parking Lot 1).

Titan Tuesdays & Thursdays

Excitement is happening in the HPE! [Titan Tuesdays](#) Fitness Center hours are 9 a.m. - 8 p.m. on Tuesday. The following events will also be taking place this month:

Dec. 5 - Women’s & Men’s Basketball vs. Middlesex, 5 p.m. and 7 p.m.

Dec. 12 - Campus Life Pickleball and Cornhole Tournament, 4 p.m.

Dec. 19 - Women’s and Men’s Basketball vs. Essex, 5 p.m. and 7 p.m.

Plus, Cornhole and Pickball is every Thursday during College Hour, from 12:30 - 1:45 p.m.

Thank you to the departments of Campus Life and Athletics for sponsoring these events for the CCM community.

Campus Events

VISUAL ART AND ANIMATION EXHIBIT
NOW THROUGH DECEMBER 12
MONDAY – SATURDAY
9 A.M. – 6 P.M.; ART GALLERY

YOGA CLASS
MONDAY AND THURSDAY AT 5 - 6 P.M.,
HPE 120
FRIDAY AT 5 - 6 P.M., REMOTE WEBEX

CORNHOLE & PICKLEBALL IN THE GYM
EVERY THURSDAY DURING COLLEGE HOUR
12:30 - 1:45 P.M.

HOLIDAY MUSIC CONCERT
FRIDAY, DECEMBER 1 AT 7:30 P.M.

DANCE THEATRE FIRST LOOK
MONDAY AND TUESDAY, DECEMBER 4 AND 5 AT
7:30 P.M.

STUDENT SHOWCASE
TUESDAY, DECEMBER 5, FROM 12:30 - 2:00 P.M.

WOMEN’S & MEN’S BASKETBALL VS. MIDDLESEX
DECEMBER 5 AT 5 P.M. AND 7 P.M.

HOLIDAY MARKETPLACE
TUESDAY, DECEMBER 5, FROM 11 A.M. - 3 P.M.

BOOKSTORE SALE
WEDNESDAY, DECEMBER 6,
FROM 8:30 A.M. - 4:30 P.M.

FALL DRAMA – “CLUE”
THURSDAY THROUGH SATURDAY, DECEMBER 7-9
AT 7:30 P.M.

HEARTSAVER FIRST AID/ AED
FRIDAY, DECEMBER 8

POINSETTIA SALE
MONDAY, DECEMBER 11 AND
TUESDAY, DECEMBER 12,
FROM 11 A.M. - 5 P.M.

FOUNDATION HOLIDAY OPEN HOUSE
TUESDAY, DECEMBER 12,
FROM 12:30 - 3:30 P.M.

CAMPUS LIFE PICKLEBALL AND CORNHOLE TOURNEY
TUESDAY, DECEMBER 12, AT 4 P.M.

Public Safety

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



The poinsettias are grown by LHT students in the CCM greenhouses. Twelve different varieties will be available with prices ranging from \$7-\$25. For additional information email Brian Oleksak, boleksak@ccm.edu.



Donation Boxes On Campus

As you shop this season, spread holiday cheer and help children in need by donating an item in the many Toys For Tots boxes located throughout campus, now through December 15.

CCM Foundation Holiday Open House



Kicking off a new initiative of employee appreciation and community, the CCM Foundation is hosting a Holiday Open House on

Tuesday, December 12, from 12:30 – 3:30 p.m. in HH 211 (see flyer below).

TITANS TIME-OUT

Join the Foundation and Special Events in a new initiative of **employee appreciation and community**.

<p>DECEMBER 12 <i>Foundation Holiday Open House</i></p> <p>12:30 – 3:30 p.m., HH 211</p> <ul style="list-style-type: none"> Festive Finger Sandwiches and Seasonal Treats provided along with a signature CCM Foundation Holiday Ornament to all who stop by. Special Raffle too! 	<p>MARCH 7 <i>Employee Recognition Celebration</i></p> <p>3 – 4:30 p.m., Davidson Rooms</p> <ul style="list-style-type: none"> Coffee & Confections Year of Service, Titan Awards, Trivia and more! 	<p>MAY 10 <i>Titans Take it Outside</i></p> <p>12:30 – 2 p.m., LRC Patio and Walkway, Rain Date: 5/17</p> <ul style="list-style-type: none"> Play with colleagues to freshen up your games for summer! Jenga, Kan Jam, Bucket Ball, Corn Hole, Ladder Ball, Spike Ball Brown Bag Lunch and Sweet Refreshments will be served
<p>JANUARY 12 <i>Dark Roast Resolutions</i></p> <p>9 – 10:30 a.m., Starbucks Café</p> <ul style="list-style-type: none"> Your choice of a beverage at the Starbucks café – Refreshments Share your New Year's resolutions and learn about the services HR offers to support them 	<p>MARCH 8 <i>Chatting at Crabby's</i></p> <p>5 – 7:30 p.m., Mr. Crabby's, Randolph</p> <ul style="list-style-type: none"> Reserved private section with Happy Hour nibbles provided by CCM BYOB: Buy your own beverages 	<p>JUNE 7 <i>CCM Employee Picnic</i></p> <p>2 – 4:00 p.m., Titans Statue and LRC Patio (Rain location: SCC Lobby/Davidson Rooms)</p> <ul style="list-style-type: none"> American BBQ Lawn Games/Carnival Games Classic Egg Toss! 50/50 Raffle
<p>FEBRUARY 9 <i>Stomping at the Student Center</i></p> <p>12:30 – 2 p.m., Dragonetti Auditorium</p> <ul style="list-style-type: none"> On Stage Tap Class with Colleen- all levels welcome! Special Valentine Treat 	<p>APRIL 12 <i>Walking History: Stroll through Campus on a CCM Historic Guided Tour</i></p> <p>12:30 – 2 p.m.</p> <ul style="list-style-type: none"> Meet at the Titus Statue! Rain Date: April 19 	<p>EMPLOYEE DAY at Spring Athletic Events - TBD Prizes & Ice Cream!</p>

NEW THIS YEAR *Foundation Book Club*
Bring one, borrow one. Come by the Foundation office to browse our growing book-sharing library!

Questions? Email Colleen McArdle, Director of Special Events, cmcardle@ccm.edu.

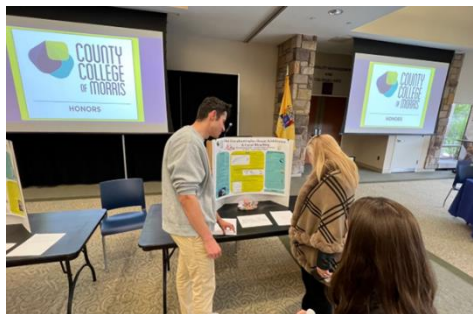
Free Support for CCM Students is Available through Uwill

Reminder: CCM has a partnership with Uwill, a leading platform used to deliver free, immediate, and unlimited access to a therapist through its online platform, as well as 24/7 direct crisis support. This service is available to all CCM students. All one needs to do to is register with their CCM email address! Students can then book a session in minutes.

Visit the [Counseling and Wellness Center](#) for more information about this amazing service.

Don't Forget to Stop In at the Student Showcase hosted by CCM Honors

Come support our CCM students at the Student Showcase on Tuesday, December 5, from 12:30 - 2:00 pm in the Davidson Rooms. Students from across the college will display various academic projects that they have completed in and out of the classroom. We hope to see you there!



Michael Rothstein presenting on "Haiku for Happiness... and Honors" for which he won the Intriguing Title Award. This project was part

of the work he completed in Dr. Philip Chase's English Composition II Honors Class.

Weather-related Closures



As winter approaches, CCM officials continue to make decisions regarding snow days. A message regarding a campus closure

means all classes and activities will be canceled and offices will be closed.

As has been the case in the past, even if classes are canceled, faculty may choose to meet with students online, but they should not penalize students who do not have internet access. It is recommended that faculty inform their students in advance of how they will operate in the event of a closure. Faculty should talk to their dean or vice president if they have questions or need additional support.

Check the website and email for updates. If you have not already signed up for a Titan Alert or need to update your information, we encourage you to do so at [Get Rave](#).

Social Security News

Download a copy of your Benefit Statement, also known as the SSA-1099 or the SSA-1042S, for the past six years using your personal [my Social Security](#) account.



A Benefit Statement shows the total amount of benefits a person received from Social Security in a calendar year. It lets them know how much Social Security income to report to the Internal Revenue Service on their tax return.

STUDENT SERVICES



Student Mental Health & Wellness

Students Receive Free, Immediate Access to a Therapist

The Library
[In-Person and Remote Service](#)

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.

Corebridge Financial (formerly AIG/VALIC) representative MaryAnn Bradford is available for individual appointments. [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 Robert Rooyakkers is available for individual appointments for the ABP or the DCRP plans, contact him at 732-587-8331 or by email at bob.rooyakkers@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.

Contact the TIAA Individual Advisory Center to schedule an appointment with a TIAA representative at 855-728-8422 or www.tiaa.org/schedulenow.

Voya Financial Services representative Anthony DiPietro is available for individual appointments, contact him at 609-415-5530 or by email at adjpietro@voyafa.com.



Questions? email counseling@ccm.edu or call 973-328-5140.

December Holiday Closure

Recently, Dr. Iacono announced CCM will be closed for two weeks over the winter holiday break as we have done for the past several years. Specifically, CCM will be closed beginning on Saturday, December 23 and will reopen on Sunday, January 8. Please enjoy the time with your family and friends and doing what brings you joy.

Winterim and Spring Semester Registration



Encourage your students to register if they have not done so already. Four-week Winterim classes begin December 2. Most courses are online and these are also great options for students who attend other institutions and need to earn transferrable college credits.

Spring Semester classes begin January 17, 2024, with Late 7 starting thereafter. [Titans Direct](#) has the most up-to-date course information. CCM welcomes new students to enroll this Spring so please spread the word registration is underway and to GoBIG at CCM!



From the Payroll Team – PPTA Forms

A Request to Submit PTAA Forms in Advance of the College Holiday when CCM is Closed

As we approach the Winter Break, the Payroll Department would like to remind you that the college will be closed from December 23, 2023, to January 7, 2024.

PPTA forms should be submitted by the following dates:

For Period Ending 12/13/2023 – Submit by End of Day 12/15/2023

For Period Ending 12/27/2023 – Submit by End of Day 12/21/2023

Free Webinars for Employees to Aid in Positivity and Productivity

Mark your 2024 calendar as live and pre-recorded webinars are available through the Employee Assistance Program (EAP). Designed to boost your self-confidence, build purpose and help connect you with others, these free webinars focus on topics that can help you feel productive and think differently about life at home or at work.

The flyer below may also be found on the [CCM Employee Resources Directory](#) under Benefits Information. It's easy to register for EAP [here](#). Use code CCM.

NEW DIRECTIONS
2024 SCHEDULE

Free live webinars

Included in your Employee Assistance Program (EAP)

Learning can boost self-confidence, build purpose and help connect you with others. But finding the time for personal and professional development can be tough. Your Employee Assistance Program (EAP) makes this easier by offering chances to grow your mindset each month. Live and pre-recorded webinars focus on topics that can help you feel productive and think differently about life at home or at work.

FOR ALL EMPLOYEES | 2024 Sessions at 12 – 1 p.m. & 3 – 4 p.m. ET

Boosting Your Brain Power 1/17/24 The brain, like the rest of the body, improves with exercise. Learn simple strategies and techniques for boosting your brain power!	Learning about Headaches 7/17/24 If you or a family member is a headache sufferer, you know how headaches can disrupt your work and life. In this session we will provide you with an overview of headache types, what causes them and helpful ways to prevent and minimize them.
Maintaining Professionalism 2/21/24 Maintaining professionalism is of the utmost importance in the workplace. However, when conversations get tough and emotions run high, that can be easier said than done. In this session we will review some techniques to navigate tough conversations while keeping your workplace relationships intact.	Presentation Skills Tool Kit 8/21/24 Many folks are terrified of speaking in front of others, especially in high-impact situations, but by learning a few simple techniques it can become a pleasant, confidence-building endeavor. Join us to learn simple strategies for great presentations.
Emotional Intelligence in Customer Service 3/20/24 Customer service roles are often some of the most emotionally taxing positions in an organization, especially when dealing with emotional customers. In this session learn how emotional intelligence can help you to manage stressful interactions for better outcomes.	Suicide Awareness 9/18/24 Suicide is a serious public health issue that affects people of all ages and from all walks of life. Learn how to identify early warning signs of suicide and support those who are at risk.
Parenting Tips for Blended Families 4/17/24 Parenting is one of the greatest challenges most people will face in their lives. Creating and parenting in a blended family can be even more stressful. In this session we will review some of the common challenges that come with blending families and review some tips to overcome them.	Finding Motivation 10/16/24 Knowing you need to do something and doing it are often two very different things. In this session we will review motivation and how to generate it for yourself.
Managing Stress 5/22/24 In manageable quantities stress can be beneficial, however too much stress can be detrimental to our health and well-being. In this session we will identify symptoms of stress and learn strategies to manage it.	How Highly Successful People Overcome Self-Doubt 11/13/24 No matter how successful we may be, or how confident we may appear, most of us find that self-doubt and vulnerability may creep in at times. Join us to learn how to overcome self-doubt. We will discuss the importance of becoming comfortable with and sharing your own vulnerability and will reflect upon the teachings of Brené Brown.
Managing Up 6/19/24 All of us, at some point in our working lives, must manage a boss—and when we do it well, our working hours become less stressful and more productive. This workshop explores some common roadblocks and potential pitfalls to avoid. Participants will also learn practical techniques that will increase their effectiveness in managing up.	Dealing with Challenging People 12/11/24 Everyone can be difficult at times, but we all know those people who specialize in being challenging. In this session we will discuss how one can best manage their own reaction to negative behaviors and tactics for turning a negative relationship into a more productive, positive one.

Register for live sessions today! | eap.ndbh.com
Code: 800-624-5544

FOR LEADERS & MANAGERS | 2024 Sessions at 12 – 1 p.m. & 3 – 4 p.m. ET

Leading Employees through Change 7/24/24 Change is inevitable in all organizations. Employees will handle change differently and rely on their leader to guide them through the process. Learn how to effectively support your team as they adjust.	Essential Leadership Skills 7/24/24 Become a more versatile and skilled leader by connecting with the fundamentals of powerful leadership. Assess your current strengths and challenges with the goal of enhancing your skillset.	How to sign up 1. Visit eap.ndbh.com 2. Enter your company code 3. Scroll down to the Check Out Our Webinars box 4. Click Register for Live Webinars 5. Choose your session, complete the easy registration form and receive confirmation.
Identifying and Addressing Employee Turnover 2/28/24 Quit quitting and labor shortages have many leaders assessing turnover rates and retention strategies. But how does one know if their attrition rate is high? In this session we will learn how to calculate turnover, understand it in context to your industry and geographic locale, and learn strategies for retention.	Behavioral Interviewing Skill-Builder 8/28/24 In this session, we will explore great "behavioral" interview questions. We will work extensively with the technique of behavioral interviewing to enable a manager to elicit characteristics in applicants that would make them a good match for the position and the culture.	Questions? Connect with your EAP customer success manager, HR department or espraining@ndbh.com.
Leading Impactful and Collaborative One-on-Ones 3/27/24 One-on-ones are recurring meetings between a manager and their direct reports. A vital part of the continuous feedback model, one-on-ones can drive workplace communication and connection, but often leaders put them off or use them inappropriately. In this session we will discuss strategies for impactful, collaborative one-on-ones.	Preventing Employee Burnout 9/26/24 Employee burnout is one of the most common causes of employee turnover and declining productivity. In this session learn how as a manager you can better support your employees to prevent burnout.	Webinar Sessions Time Zone Conversion ET 10 – 11 a.m. 3 – 4 p.m. CT 11 a.m. – 12 p.m. 2 – 3 p.m. MT 10 – 11 a.m. 1 – 2 p.m. PT 9 – 10 a.m. 12 – 1 p.m.
Establishing Attainable SMART Goals 4/24/24 Goal setting is one of the most basic and essential skills someone can develop. We will define SMART goals and discuss the SMART goal strategy. We will also touch on goal choice, feedback, time management, making it do-able and managing setbacks. This workshop will provide the knowledge and skills for participants and their teams to complete more tasks.	Supporting and Empowering Employees with ADHD in the Workplace 10/23/24 Adults with ADHD tend to be high achievers and can have very successful careers. However, they may have a variety of challenges, such as poor communication skills, distractibility, being difficulty with time and follow-through. Join us to discuss strategies to help employees with ADHD thrive at work.	
Supporting Employee Well-being 5/29/24 Positive employee well-being improves the overall health of a business. In this session learn how to support employee well-being for improved employee engagement and retention.	Managing Virtual and Hybrid Employees 11/20/24 The first step in managing a virtual or hybrid work team is understanding your individual leadership style. In this session, we will assist participants in understanding their leadership style through an engaging assessment tool.	
Leading Efficient and Productive Meetings 6/26/24 One of the most common frustrations in the new paradigm of work is too many meetings. In this session, we will identify the factors to effective meetings and we will explore communication and methods for running efficient meetings and driving successful outcomes.	Keep it Short and Sweet – The Power of Succinct Communication 12/18/24 Do meetings always run over because participants take 30 minutes to explain something that should only take a few minutes? Join us as we explore the principles and strategies represented in the book "Short & Sweet" by Jim Haskeler, Mike Allen and Roy Schwartz to help communicate briefly and effectively.	

Share and attend these learning opportunities
In addition to these live webinars, eap.ndbh.com offers pre-recorded sessions on topics such as stress and diet, meditation and relaxation, sleep, saving money, identity theft and more. Virtual training events are also available 24/7/365.

800-624-5544 | NEW DIRECTIONS | eap.ndbh.com

From the Payroll Team – W4 Reminders

As we near the start of 2024, 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 intend to claim exemption from withholding for the 2024 tax year, you must make this choice on a new W-4 form and submit the original document to Payroll no later than February 15, 2024. Once your exemption expires, you will revert to the Single rate unless a valid W4 form is submitted.

The submissions must be sent separately with the correct date in the subject line.

Any employees working during the break, follow the above procedure; adjustments will be processed in a subsequent pay cycle.

We appreciate your cooperation in ensuring we can pay employees properly. If you have any questions or concerns, feel free to reach out to the payroll team at payroll@ccm.edu.

Construction Updates

Academic Complex Elevators and Third Floor Walkway

In the next coming weeks, the exterior work on the columns, elevator pits, and enclosing the third-floor walkway will continue. The interior finish work within the third-floor offices will be complete by the end of the week. There will still be intermittent noise and minor odors throughout the next coming



months. We have discovered some hidden conduits under, and within, the first-floor slabs that were not visible in the penetrating radar scans. When this happens, we might temporarily lose power or HVAC control in certain areas unexpectedly. As you would normally do, please reach out to Plant & Maintenance ext. 5500 if you have a partial loss of power or the HVAC system is not acting as you would normally expect. We've been able to restore systems relatively quickly, but the sooner Plant knows the sooner they can get things restored. Public Safety and Plant are continuing to work daily on updating caution and detour signage as the work shifts within the buildings. If you have any concerns, please call Business & Finance at ext. 5012 and they will direct the questions or concerns to the correct department/person.

To keep informed of the construction progress throughout the fall, please check the CCMemo for regular updates. We again thank the campus community for their assistance with preparing for the construction schedule. As communicated over the last few years, the completed project will provide much-needed accessibility (ADA) access to the third floors of Cohen, Sheffield, and DeMare halls with larger elevator cabs and a connection between the buildings' third floors. The third-floor connections will improve circulation and provide additional options for emergency egress. The old elevators and equipment rooms will be converted to fully ADA-compliant gender-neutral (all gender) single-stall restrooms and additional building storage. This project is funded through the College's Chapter 12 appropriation and was approved by Morris County.

Morris County Vocational School Career Technical Education Center

In the next coming weeks, the trucks will continue moving soil off campus utilizing the Dover Chester entrance and construction only entrance/exit in Parking Lot 9. The section by the Tennis Court stairs will remain open for parking and entry/exit.

Add/Update Your Name and Home Address – It's important to ensure your personal information is accurate as it will be used to fill out your 2023 W2 form. It's essential that the name on your W2 matches the name on your Social Security Card. Be sure to update your name and/or address with Human Resources.

Again, any questions, reach out to Payroll at payroll@ccm.edu for assistance. Wishing you a restful and enjoyable break!

Construction Updates

Grounds Garage and Underground to Aboveground Storage Tank at the Plant Maintenance Building



The foundation slab and structural steel have been erected and installed for the new Grounds Garage. The concrete pad and bollards have been poured and installed in Parking Lot 3 for the new aboveground fueling system. The anticipated completion for this project is on schedule for February 2024. This project is funded through the College's Chapter 12 appropriation.

Coming Soon! Center for Entrepreneurship & Culinary Science Center

The project was recently approved to move forward with construction this Fall. The scope of work includes constructing a 13,000 square foot addition to the Student Community Center (SCC) where the current outdoor patio resides. The infrastructure will house space for the Entrepreneurship program and expand learning space for the Culinary Science programs. This project is funded through the College's Chapter 12 appropriation.



Existing Sewer Lift Station (Randolph Township) at the Plant Maintenance Building

This work provides a new sewer lift station, generator, landscaping, and a new set of lines to and from Route 10. The lift station serves CCM and a few buildings to the west along Route 10. CCM is the main beneficiary of the construction. The project will be completed in phases. Phase I will include constructing the new sewer lift station. Phase II will include the installation of the new generator which has a longer lead time and anticipated completion of Spring 2024. This project is funded through the Township of Randolph.



NOTICES FOR CCMEMO

Email material to Stacy Maldonado at smaldonado@ccm.edu.

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

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

Parking Lot 7 and 8 will also be available for parking of students, faculty, and staff.

The sidewalk near the fence heading towards the AMEC building from Parking Lot 9 will remain open for use. The new facility will focus on workforce development learning opportunities and will operate on a share-time model for high school



juniors and seniors. The project expands and supports the partnership between MCVSD and CCM. This project is funded through Securing Our Children's Future Bond Act.

COVID Protocol for Employees



We are in the season where upper respiratory infections are most prevalent. For employees who are feeling ill, follow these protocols:

If an employee feels sick, stay home or leave campus as soon as possible and do not work from home.

All medical documentation should be emailed to HR at humanresources@ccm.edu and may be required in accordance with the Sick Leave provisions in your collective bargaining agreement.

If you are home due to feeling ill, remote work is not an option.

If an employee has a positive PCR Test: Do NOT come to campus, contact your supervisor and HR.

***If you have symptoms and have a positive PCR test,** contact HR to discuss your quarantine period based on CDC recommendations and your return to campus date.

***If you were exposed to COVID and have no symptoms, but have a positive PCR test,** contact HR to discuss your quarantine period based on CDC recommendations and your return to campus date.

***If COVID positive and you have no symptoms,** remote work must be approved by your Vice President or Executive Director.

Please note: You are not required to report a COVID-19 exposure to HR. Only report a positive test result. To report work absence(s) due to COVID-19, employees must provide a positive PCR test or doctor's note for verification. Home Tests are not acceptable verification. To return to campus following a COVID diagnosis, you are not required to provide a doctor's note or negative PCR test. As always, cover your face when you cough or sneeze and wash your hands frequently with warm soapy water.

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.

