



January 12, 2024
Volume 2024/1

Titan's Time Out!

Join the Foundation and Special Events in a new initiative of employee appreciation and community. **Titan's Time Out** is an initiative designed to allow us to gather as colleagues in a fun, light, and social atmosphere. The committee is excited about the events planned for 2024.

Join us today, Friday, January 12, from 9:00 – 10:30 a.m. in the Starbucks Café for **Dark Roast Resolutions**

- 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

Upcoming Events:

Stomping at the Student Center on February 9

12:30 – 2 p.m., Dragonetti Auditorium

- On Stage Tap Class with Colleen – all levels welcome!
- Receive a special Valentine treat



Campus Events

Dr. Martin Luther King Jr. Day
January 15 - College Closed

Carousel Spring Musical Auditions
January 18 and 23, 6:30 p.m.
Dragonetti Auditorium

Twelfth Night Spring Drama Auditions
January 17 and 22, 6:30 p.m.
Dragonetti Auditorium



Congrats to the **Nursing Class of December 2023!** Nursing pins symbolize the completion of the student's journey through nursing school and entry into the profession. If you missed the ceremony and would like to watch it, you can view it on the college's YouTube channel [here](#).



At the end of last semester, **Kevin Conod**, Planetarium Astronomer, was presented with the Distinguished Service Award by the Middle Atlantic Planetarium Society (MAPS). Formed in 1965, MAPS is one of the oldest regional planetarium associations in the country and promotes excellence in all facets of science education and planetarium programming. This is the Society's highest honor, given as special recognition for outstanding, long-term service and dedication to the planetarium field. Mr. Conod has been involved with MAPS for 34 years, editing the MAPS newsletter and serving on the Board of directors for 10 years.

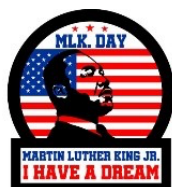
Public Safety

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



Holidays

The college will be closed on Monday, January 15 in observance of Martin Luther King Jr. Day.



Extended Hours



To accommodate students registering for the Spring Semester, several departments across the campus will be offering extended hours. Bursar, Financial Aid, Counseling, Campus Life, Testing, Accessibility Services, Admissions, TASC, Records & Registration and the Bookstore will be providing extended hours from 8:30 a.m. to 6:30 p.m. on the following dates:

- Tuesday, January 16 through Thursday, January 18
- Monday, January 22

Note that Fridays are excluded and hours remain 8:30 a.m. – 4:30 p.m.

Marketing Calendar

If you would like a 2024 CCM Calendar, please stop by the Marketing & Public Relations department in Henderson Hall 211 to pick one up. The department produces this calendar annually to highlight the accomplishments of faculty, staff and administrators and the college's service to the community.



Weather-related Closures



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.

Mileage Rate Update

Beginning January 1, 2024 the standard mileage rate for business use of a car is 67 cents per mile.

CCM Board of Trustees Elected its Officers

The Board of Trustees held its annual reorganization meeting and elected its officers. Elected were George J. Milonas, a CCM graduate from the Class of 1998, as Chair; Paul R. Licitra, as Vice Chair; Jack N. Frost Jr., Esq., as Treasurer; and Lauren Inganamort, as Secretary.

Continuing their service on the board are Laura M. Gabrielsen, Dr. Barbara L. Hadzima, Devanshu L. Modi, Esq., Donna T. Pepe and Rida (LNU) '23 as Alumni Trustee. Also serving as Morris County Executive Superintendent is Dr. Nancy H. Gartenberg.

New to the board is James B. Loveys of Randolph Township, appointed by the Morris County Board of County Commissioners.

You can view the full press release [here](#).

QR Codes

QR codes can be difficult for people to easily interpret, which makes it easier for cyber attackers to encode information that could be malicious or cause harm. For example, a QR code could send you to a malicious website that attempts to harvest your personal information, like passwords or credit card numbers, or perhaps even try to install malware on your device.

While QR codes are a convenient way to access all sorts of information and capabilities, discover how a few simple steps can help you make the most of them, safely and securely.

Explore expert tips in the current issue of [OUCH!](#)



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.

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](#).

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.

A flyer for "Free live webinars" included in the Employee Assistance Program (EAP). The flyer has a green and white color scheme. At the top, it says "NEW DIRECTIONS" and "2024 SCHEDULE". Below that, it lists several webinar topics and dates, such as "Boosting Your Brain Power 1/17/24", "Learning about Headaches 7/17/24", "Parenting Tips for Blended Families 4/17/24", "Managing Stress 5/22/24", "Essential Leadership Skills 7/24/24", "Behavioral Interviewing Skill-Builder 8/28/24", "Preventing Employee Burnout 8/28/24", "Supporting and Empowering Employees with ADHD in the Workplace 10/23/24", "Managing Virtual and Hybrid Employees 11/20/24", and "Keep It Short and Sweet - The Power of Succinct Communication 12/18/24". At the bottom, it says "Register for live sessions today!" and provides the contact information for EAP: eap.ndbh.com, Code: 800-624-5544, and a QR code.

A flyer titled "Share and attend these learning opportunities". It lists various topics and dates for live webinars, including "Essential Leadership Skills 7/24/24", "Behavioral Interviewing Skill-Builder 8/28/24", "Preventing Employee Burnout 8/28/24", "Supporting and Empowering Employees with ADHD in the Workplace 10/23/24", "Managing Virtual and Hybrid Employees 11/20/24", and "Keep It Short and Sweet - The Power of Succinct Communication 12/18/24". It also includes a "How to sign up" section with five steps: 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. At the bottom, it says "Share and attend these learning opportunities" and "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." It also includes the contact information for EAP: eap.ndbh.com, Code: 800-624-5544, and a QR code.

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 Rooyackers is available for individual appointments for the ABP or the DCRP plans, contact him at 732-587-8331 or by email at bob.rooyackers@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

***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.

From the Payroll Team – W4 Reminders

As we start the new year 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.

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.

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.](#)

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.

