



January 26, 2024  
Volume 2024/3

### You're Invited

# JOIN US

## MSCHE Self-Study Kickoff

**DATE**  
February 1, 2024

**TIME**  
12:30-1:45 p.m.

**LOCATION**  
Davidson Rooms



CCM is beginning its Middle States Commission on Higher Education (MSCHE) self-study for reaccreditation. We invite all employees to a kickoff event to learn about and reaffirm our commitment to excellence, student success and the college's mission.



### Campus Events

#### Welcome Back Bash

January 30, 11 a.m. – 2 p.m.  
Student Community Center

#### Coffee & Conversation

January 31, 2 p.m.  
Davidson Rooms

#### MSCHE Self-Study Kickoff

February 1, 12:30 p.m.  
Davidson Rooms

#### Spring 2024 Gallery Exhibit

Now – February 22, Mondays – Saturdays  
9 a.m. - 6 p.m.  
Art Gallery

#### Free Faculty & Staff

##### Fusion Exercise Class

January 22 – May 6  
Mondays, 4:30-5:30 p.m., HPE 120  
Fridays, 5-6 p.m., Remote Webex

#### Stomping at the Student Center

February 9, 12:30 – 2 p.m.  
Dragonetti Auditorium



This past fall, CCM students participated in the **American Mathematical Association of Two-Year Colleges (AMATYC) Student Math League**, a national math competition that is offered twice a year. Congrats to CCM who placed 2nd in the Mid-Atlantic region, behind only Penn State Harrisburg!



### Submissions for CCMemo

It's a new year and we have a new process for CCMemo submissions. All submissions should now be emailed to the following address - [CCMemo@ccm.edu](mailto:CCMemo@ccm.edu). Reminder that submissions should be received no later than Wednesdays at 3 p.m.

### Coffee & Conversation

President Iacono and members of the Administrative Cabinet have scheduled a Coffee & Conversation (C&C) on Wednesday, January 31, 2024, at 2:00 p.m. in Davidson Rooms A&B.



Attendance at the C&C is not mandatory, but we encourage you to attend if your schedule allows. The purpose is to keep you informed, hear from you and answer any questions you may have. Note the C&C will not be recorded.

If you have any questions, we encourage you to speak with your respective Vice President or Executive Director. Hope to see you there!

### 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.



### Free Exercise Classes

Free Faculty & Staff Fusion Exercise Class: Yoga/Light Cardio/Strengthening & Stretching with HES adjunct professor Trayer Run-Kowzun

**Where:** HPE 120  
**When:** Mondays, 4:30-5:30 p.m. from January 22 – May 6



**Where:** Remote Webex (email [trunkowzun@ccm.edu](mailto:trunkowzun@ccm.edu) if interested; CCM email needed to join the class)  
**When:** Friday, 5 - 6 p.m.; ongoing

### Public Safety

**Emergencies: Dial 9-1-1**  
Police, Fire, Medical

**Campus Assistance:**  
Call Public Safety at 973-329-5550

**Resources:**  
[Emergency Response Guide](#)

[Evacuation Procedure](#)

[Visitor Registration](#)

[Food Warmer Safety](#)

[Off-Campus Trip Reporting](#)

## Titan's Time Out

Join the Foundation and Special Events in a new initiative of employee appreciation and community. Titan's Time Out is 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.

### Upcoming Events:

#### February 9: Stomping at the Student Center

- 12:30 – 2 p.m., Dragonetti Auditorium
- On Stage Tap Class with Colleen – all levels welcome!
- Receive a special Valentine treat



## 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](mailto: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.

## January 2024 College Council Meeting

If you missed the College Council Meeting on Thursday, January 25, you can watch it at <https://youtu.be/D-kzQ-u-ods>.

## 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.

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](#).

## Your W-2 for 2023

Payroll is pleased to offer electronic delivery of your W-2 for 2023 by January 29. Your W-2 will be available for viewing and downloading by logging into [Titans Direct](#). If you have any questions or concerns, reach out to the Payroll team at [payroll@ccm.edu](mailto:payroll@ccm.edu).

## 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](mailto:payroll@ccm.edu) for assistance.

## 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](mailto: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](mailto: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](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).

Contact the TIAA Individual Advisory Center to schedule an appointment with a TIAA representative at 855-728-8422 or [www.tiaa.org/schedulenow](http://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](mailto:adjpietro@voyafa.com)

## NOTICES FOR CCMEMO

Email material to [CCMemo@ccm.edu](mailto:CCMemo@ccm.edu)

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

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

## Windows 11 Migration

Information Systems is beginning the process of migrating all Windows based end user devices from Windows 10 to Windows 11. From this point forward, any new device will run Windows 11 when it is deployed. All existing physical devices and VMWare desktop images will be upgraded at the conclusion of the Spring semester.

This [link](#) highlights some of the changes and provides some guidance on how to navigate around the operating system.



## Construction Updates

### Academic Complex Elevators and Third Floor Walkway

In the coming weeks, the exterior work on the columns and enclosing the third-floor walkway will continue. The installation of the new Elevators began in December 2023. The elevators are scheduled to be ready for the state inspections before the end of February. The new elevators in DeMare and Sheffield will be placed in service once approved by the State of New Jersey. Once approved, the final stage of removing the old elevators and converting them to storage closets and gender-neutral restrooms will begin. There will still be intermittent noise and minor odors throughout the coming months. Please reach out to Plant & Maintenance ext. 5500 if you find you have a partial loss of power, or the HVAC system is not acting as you would normally expect. We have 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 Spring Semester, please check the CCMemo for regular updates. We again thank the campus community for their assistance with preparing for the spring 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.

## Notice of Consideration of the Annual Budget, Tuition Rates, College Fee and the Schedule of Fees

NOTICE is hereby given that at the regular public meeting of the Board of Trustees of County College of Morris to be held on **Tuesday, January 30, 2024, at 7:00 p.m.**, in the Henderson Hall Board Room, Room HH 103, on the campus of the County College of Morris, 214 Center Grove Road, Randolph, NJ, the Board of Trustees will consider approval of the college budget for fiscal year 2024-2025 and submission of the budget to the Board of School Estimate pursuant to NJSA 18A:64A-17; and the Board of Trustees will consider the tuition rates and college fee, and revisions to the Schedule of Fees.

At the regular public meeting on January 30, 2024, and prior to the Board's consideration and action, the Board of Trustees shall afford an opportunity for members of the college community to comment on the proposed budget, tuition rates and fees. An itemized statement of the college budget, together with comparative data for the prior year, is now on file and open to examination by the public at the offices of the Division of Business and Finance, County College of Morris, 214 Center Grove Road, Randolph Township, New Jersey, 9:00 a.m. to 3:30 p.m., Monday through Friday, until consideration by the Board of Trustees.

Board of Trustees

County College of Morris

January 17, 2024

### **Morris County Vocational School Career Technical Education Center**

The underground plumbing work is underway and will continue into next week. Structural Steel is scheduled to arrive the first week of February and erection will begin shortly after if weather permits. As the steel goes up and the retaining wall is waterproofed, the soil stockpile in the parking lot will be used as backfill. The section of Parking Lot 9 near the Tennis Court stairs will remain open for parking and entry/exit. Parking Lots 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 the Securing Our Children's Future Bond Act.

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

The UST-AST-Grounds Garage project is near completion; punch list items were reviewed and will be closed in the next two weeks. The anticipated completion for this project is on schedule for February 2024. Final inspections will be completed in the next two weeks and the certificate of occupancy will follow. This project is funded through the College's Chapter 12 appropriation.



### **Coming Soon! Center for Entrepreneurship & Culinary Science**

The project was recently approved to move forward with construction. 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. The submittal review process is underway. CCM anticipates the construction to commence in February. This project is funded through the College's Chapter 12 appropriation.



### **The Center for Health Professions**

The process to access the Federal funding through the State appropriation is underway and an Architect/Engineer for the project will be ready for consideration in February. The current schedule is to have the construction project out for bid in mid-Fall and awarded before the end of the year.

## **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.

