

February 9, 2024
Volume 2024/5

CCM Takes Part in ACCT National Legislative Summit

The Association of Community Colleges Trustees (ACCT) National Legislative Summit took place earlier this week in Washington D.C. and CCM took part in this event advocating for community colleges. Over the insightful few days, CCM attendees traveled around the capital and met with elected officials and other leaders to discuss the future of higher education at community colleges.

President Iacono and members of CCM’s Student Government Association met with U.S. representatives Mikie Sherrill and Tom Kean Jr. as well as President of the New Jersey Council of County Colleges Dr. Aaron Fichtner. CCM Dean of Students Dr. Ariella Panek, Director of Grants Kelly Meola and Associate Vice President of Workforce Innovation & Experiential Learning Dr. Katrina Bell also met with several representatives throughout the week.



Campus Events

Spring 2024 Gallery Exhibit
Now – February 22, Mondays – Saturdays
9 a.m. - 6 p.m.
Art Gallery

Free Faculty & Staff Fusion Exercise Class
Now – 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 – 1:45 p.m.
Dragonetti Auditorium

Employee Recognition Ceremony
March 7, 3 – 4:30 p.m.
Davidson Rooms

Chattin at Crabby's
March 8, 5 – 7 p.m.
Mr. Crabby's in Randolph



Congrats to Professor Alexandra Ponsiglione who was selected as the recipient of the Fall 2023 DAISY® Award for Extraordinary Nursing Faculty! Professor Ponsiglione received her award on January 22, 2024.



Congratulations to Alexandra Ponsiglione, MSN, RN

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](#)

Volunteers Needed for Diversity Festival

The Diversity Committee is hosting its second annual **Diversity Festival, Thursday, April 18th** from 11 a.m. - 2 p.m. in the Gym (HPE Building). The goal of the festival is to celebrate our various talents, cultures and experiences with the CCM Community.



If you would like a table to showcase your diverse culture, department, language, art, etc. **please RSVP to diversitycommittee@ccm.edu no later than February 12, 2024.** If you have any questions, please contact the Diversity Committee.

Celebrate Black History Month at CCM

There are a number of engaging and enlightening events happening on campus this month in celebration of **Black History Month**. We hope you'll take the time to attend some of these! You can view the Black History Month calendar [here](#) and also find it below.

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 all of the events planned for 2024.

Upcoming Events:

February 9: Stomping at the Student Center

- 12:30 – 1:45 p.m., Dragonetti Auditorium
- On Stage Tap Class with Colleen – all levels welcome! Bring your tap shoes or hard sole shoes.
- Join us for a warmup, easy dance combination and some laughs!
- Receive a special Valentine treat for all who participate!

March 8: Chatten at Crabby's

- 5 – 7 p.m., Mr. Crabby's in Randolph
- RSVP contact and additional details to come!

Employee Recognition Ceremony

March 7

3 – 4:30 p.m., Davidson Rooms

We need your accolades!

A pre-program slide show will highlight recent achievements of individuals and departments.

Send to: cmcardle@ccm.edu

Format: Name, Accolade, Institution



Tax Form 1095-C

As required by the Affordable Care Act (ACA), CCM reports information about the medical insurance offered to employees and dependents on Form 1095-C. These forms are available to employees each year and are accessible electronically on the Tax Forms page through [Titan's Direct](#).

You do not need this form to file your taxes; however, you are encouraged to keep it with your tax records. For questions or to request a correction to your 1095-C, contact Karyn Norberg in Human Resources at knorbergccm.edu.

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 if interested; CCM email needed to join the class)

When: Friday, 5 - 6 p.m.; ongoing

Home Basketball Games

There are a few men's home basketball games left this season. Come support the Titans!

- **Feb. 15** vs. Delaware Technical Community College at 6 p.m. – Note this is Sophomore Night also!
- **Feb. 20** vs. Mercer County Community College at 6 p.m.



Coming Soon! Emergency Evacuation Drills

CCM Public Safety conducts unannounced evacuation drills of campus buildings, as required by Fire Code. Please familiarize yourself with the [College Emergency Evacuation Procedure](#) so you are aware of the process. Faculty are reminded



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

NOTICES FOR CCMEMO

Email material to CCMemo@ccm.edu

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

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

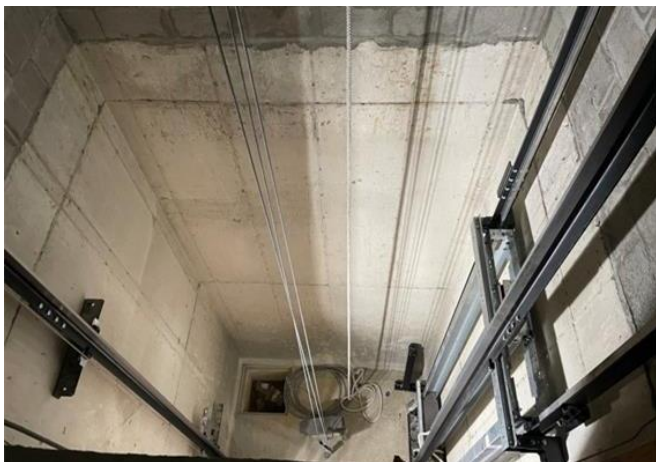
February Edition of Social Security Star

You can view the February edition of the Social Security Star [here](#) and La Estrella [here](#).

Construction Updates

Academic Complex Elevators and Third Floor Walkway

In the coming weeks, the installation of the new Elevators will continue. The DeMare Hall elevator is scheduled for the state inspection at the end of February, and the Sheffield Hall elevator is scheduled for the state inspection in the first week of March. The new elevators in DeMare and Sheffield will be placed in service once approved by the State of New Jersey. Once approved, starting in the second week of March, 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 next 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.

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 today, on February 9 and erection

- Nancy Vandergoot
TIAA - May 30, 2024; 9am – 5am (Additional days previously announced are full)
973.422.3731
Nancy.Vandergoot@tiaa.org

Campus Life Updates Procedure For Obtaining ID's

The Office of Campus Life is moving towards processing ID's completely online. Students are to take a headshot in front of a plain white background and from their CCM email address, submit the photo, along with their ID number to campuslife@ccm.edu. Once their ID is processed, an email will be sent to them to come pick up the ID at the Campus Life Information window, SCC226. Students needing an appointment for processing an ID in person should be directed [here](#). If there are any other questions regarding ID's, students can contact the Office of Campus Life.

Safety Procedure – Food Warmers

As a commercial establishment, the use of Sterno type food warmers at CCM is regulated by the Randolph Twp. Fire Marshall. The Public Safety Environmental Safety Coordinator maintains a Blanket Fire Permit which allows their use, without having to obtain a permit for each event. The CCM Department hosting an event where food warmers will be used must notify Public Safety for approval. External clients also must comply. The approval process is simple and you will be advised of the necessary safety protocols. These protocols include:

- Having a designated fire extinguisher nearby
- Designating a CCM employee as a responsible party
- Proper placement of the food warmer
- Ensuring that you have a method of snuffing the flame

For questions regarding the use of Sterno type food warmers on campus, contact the Environmental Safety Coordinator at x5551 You can view our [Food Warmer Safety Sheet](#) for more information.



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 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 soon. The anticipated completion for this project is on schedule for the end of February. Final inspections were completed, 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 the coming weeks. 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 -this month. The current schedule is to have the construction project out for bid in mid-Fall and awarded before the end of the year.

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](#).

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.



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.

