

The CCMemo

County College of Morris Employee Newsletter



CCM EVENTS

- The Legacy Project:**
- [A Conversation with Alexandra Chang](#)
Thursday, February 4, 12:30 p.m. via Zoom. RSVP Legacy@ccm.edu
 - [A Conversation with Shan Wallace](#)
Thursday, February 11, at 12:30 p.m. via Zoom. RSVP Legacy@ccm.edu
 - [A Reflection on Women's Suffrage, 100 Years in the Making with Susan Ware](#)
Tuesday, February 23, at 7 p.m. via Zoom. RSVP Legacy@ccm.edu
 - [Surviving the Rwanda Genocide with Eugenie Mukeshimana](#)
Thursday, March 4, at 12:30 p.m via Zoom. RSVP Legacy@ccm.edu
 - [Shooting Ghosts: A U.S. Marine, a Combat Photographer, and Their Journey Back From War with Finbarr O'Reilly](#)
Tuesday, April 6, at 12:30 p.m. via Zoom. RSVP Legacy@ccm.edu

EMERGENCY ALERT SYSTEM

ALERT!

Message Appears Here

Message Issued: \${alert.sentDate MM/dd/yyyy H:mm:ss z}

ACKNOWLEDGE

Coming Soon –

A New Panic Button and Titan Alert Notices on Desktop Computers

CCM soon will be launching a new panic button on campus computers for employees to notify Public Safety when they need assistance. The college has contracted with Alertus, a leader in emergency mass notifications, to provide that service. The panic button, along with being available to place on office computers, will be included on all classroom computers. In addition, Alertus allows Titan Alerts to appear as pop-up notices on campus computers.

“As part of our ongoing efforts to maintain a safe and secure campus, we are implementing these new services to help better protect the well-being of employees, students and visitors,” said Steve Ackerman, Director of Public Safety. “The desktop Titan Alert pop-up notices remain visible for a period of time, unless someone hits the Acknowledge button, so those coming into an area can be made aware of ongoing situations and actions they should take.”

STUDENT SERVICES

- The Library**
[In-Person and Remote Service](#)
- Online Tutoring Center**
More information, click [here](#)

Let's Celebrate!

An award-winner year after year, The Promethean, the college's student literary publication, once again has been recognized for excellence. The 2019-2020 edition was selected by Graphic Design USA as a winner in its 2020 American Graphic Design Awards contest. This contest is open to the entire design community. This year, it drew approximately 10,000 submissions and only 10 percent received awards. The contest does not include a student category, meaning The Promethean was judged against work produced by professional designers from around the nation in the very competitive field of graphic design.

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.
- Equitable** representative Mark Sheridan is available at all 908-230-2042 or email Marc.Sheridan@equitable.com
Access Marc's calendar to schedule an appointment:
<https://app.zynbit.com/zyncal/schedule/marc-sheridan>
- MassMutual (formerly Hartford)** representative Kenneth Quarnaccio is available at 848-248-4313 or email kquarnaccio@gittermanwealth.com.
- MetLife/Brighthouse** representative David Sharpe is available at 973-575-3254 or email dsharpe@financialguide.com.

Your W-2 for 2020

Payroll is pleased to offer electronic delivery of your W-2 for 2020. Your W-2 now is available for viewing and downloading in PDF format by logging into [Titan's Direct](#). If you have any questions or concerns, reach out to the Payroll team at payroll@ccm.edu.

Leave Plan Summary

Please Note:
• Full-Time balances displayed through pay period ending 12/16/2020
• Part-Time balances displayed through the current pay period
• Vacation and sick time accrue monthly on the 15th of every month
• Personal, family illness and floating holiday time accrue annually on July 1st of each fiscal year
• CCMSA Employees Only: The number of Family Illness days earned is based on years of service. Please refer to the CCMSA contract for the schedule.

Leave Plan	Description	Leave Allowed Date	Accrual Rate	Accrual Limit	Maximum Carryover	Current Balance
BRVA	Biometric Leave/VA	04/01/14	40.0000	40.00	0.00	33.00
LAVP	Unpaid Leave of Absence	08/12/11	0.0000			4.00
SRVC	CCMSA Vacation Plan for 40 Hour	11/15/09	15.5000	320.00	160.00	83.50
STGP	CCMSA Comp Time Earnings	11/15/09	0.0000		35.00	0.00
OSDP	Overnight CCMSA Plan 40 Hour	11/15/09	24.0000	24.00	0.00	0.00
CFSA	Covid-19 CCMSA Plan 40 Hour	11/15/09	24.0000	24.00	0.00	2.00
FBSL	Family Illness/40 Hour Employee	11/15/09	32.0000	32.00	0.00	32.00
BSLD	Sick Leave Plan/40 Hour Employee	11/15/09	8.0000			639.50

Check Your Leave Balance – Make Sure You Have All the Time You Have Earned

Make sure you have all the time you have earned as an employee by reviewing your leave time balances. You can log into [WebAdvisor](#) to do that. Once logged in, select Employees and then Leave Plan Summary. Note the pay period ending date and then check your balance against that pay period on your timesheet. Should you have any questions regarding your balances or need assistance in resolving any discrepancy, please call Lori Zarandona at ext. 5033 or email lzarandona@ccm.edu.

Reporting Positive COVID Cases and Exposure to the Virus

During an infectious disease outbreak, it is critical that we take extra measures to protect our health and the health of others. Employees who test positive for COVID-19 or been exposed to someone who has COVID symptoms should notify their supervisor and HR. If students report that they have tested positive or been exposed to the virus, please be sure to notify Dr. Bette Simmons, Vice President of Student Development and Enrollment Management.

In accordance with Morris County Division of Public Health guidelines, collective bargaining agreements and the New Jersey Sick Leave law, you should not report to work if you are feeling ill and/or experiencing the following symptoms, which may include, but are not limited to, fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills or fatigue. Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness, such as the flu, remain at home until at least 72 hours after they are symptom free without the use of medications. Employees who report to work while ill will be sent home on sick leave in accordance with these guidelines. The CCM community has been doing a great job to stay safe from the pandemic. Please continue to wear a mask, stay at least six feet apart from each other and wash your hands throughout the day.

Congratulations on Your New Position!

Congratulations to Erica Lewis who has been appointed as the college's Assignment Contract Specialist for Professional Studies & Applied Science. Her new position was approved by the Board of Trustees at its January 26 meeting.



Become Your Best Self Ever

Become your best self ever at work and at home with resources from New Directions, the college's employee assistance program. To assist you, New Directions each month offers live and pre-recorded, cost-free and quick webinars. In addition, New Directions provides a Health Resource library of pre-recorded webinars you can access any time. To sign up for any of these sessions, visit eap.ndbh.com, enter our company code (ccm) and scroll down to the Check Out Our Webinars box.

Blocking Burnout

On Wednesday, February 17, this live webinar will be offered from noon to 1 p.m. and again from 3 to 4 p.m.

Learn how to detect burnout triggers and discover ways to regain enthusiasm at work and at home by becoming more conscious of your needs and motivators.

Meditation and Relaxation Guide

Also, during the month of February, a pre-recorded webinar on mediation and relaxation will be available.

Making time for a regular practice of mediation, yoga or another form of relaxation can be challenging. In this session, some of the most popular relaxation tools and how to integrate them into your busy life will be covered. You'll learn how to find and make time, even if you feel you are overbooked already.

Stay well!



What federal agency awarded CCM a \$235,000 grant to support the launch of a Data Science Certificate program?

Email agnibene@ccm.edu with your answer. First three correct submissions will receive a CCM canvas bag. Please include your room number with your answer.

Special Treats for Valentine's Day



Treat that special person or yourself for Valentine's Day with a gourmet gift from Harry & David. CCM employees can take advantage of a 15 percent discount as shown on this [flyer](#).

College Council

If you were unable to attend the College Council meeting on Thursday, November 19, here is a video you can watch:

<https://youtu.be/fEwjHIKGip4>



Spring Break

Spring break will take place this year as scheduled from March 15 – March 20.

In Memoriam

The campus community mourns the passing of two of its members.

George Michael Dragonetti, who was hired in 1967 as the college's first Dean of Students. At CCM, he was instrumental in the groundbreaking of the college and was responsible for Admissions, Students Affairs and Athletics. The college's auditorium in the Student Community Center is named after him.

Robert C. Gebhardt, a charter faculty member and Faculty Emeritus, who served as Professor of Engineering, Mathematics and Astronomy. At CCM, he also provided his expertise in architecture for the design, building and installation of its first planetarium, which has been visited by tens of thousands community residents.

Prudential

Call 732-428-2314 or email alicia.smith@prudential.com to make an individual appointment to discuss ABP or DCRP investments.

TIAA representative Tatiana Novozhilova is available at 800-732-8353 or visit

www.TIAA.org/schedulenow to make an appointment.

VALIC representative MaryAnn Bradford is available for individual appointments.

Call 908-470-4114 or email Maryann.bradford@valic.com Schedule a virtual meeting or phone call:

<https://my.valic.com/seminarregistration/availableseminars.aspx?regcode=5296NEW11AA>

VOYA representative John Murray is available for individual appointments. To make an appointment email johnhmurray@voyafa.com or call 609-234-3369.

NOTICES FOR CCMEMO

Email material to both Kathleen Brunet at kbrunet@ccm.edu and Theresa Gehring at tgehring@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.

