



October 1, 2021  
Volume 2021/626

### CCM EVENTS

[The Flavor of Giving](#)

Wednesday, October 6  
7:30 p.m.

[Radium Girls](#)

October 21 – 23



## Return to Campus Reminder

As CCM prepares to return to full campus operations on October 27 and welcome back more of its students, please keep in mind the following:

### Vaccines and Testing

CCM has provided three options for its vaccine requirement for faculty, staff and students.

- OPTION ONE – Be fully vaccinated. To be fully vaccinated, employees and students must have received the second shot of the Moderna or Pfizer vaccine or the single Johnson & Johnson vaccine by October 13.
- OPTION TWO – Obtained an exemption due to religious and/or medical reasons and agree to be tested weekly.
- OPTION THREE – Decided not to be vaccinated for any reason and agree to be tested weekly.

### Weekly Testing Requirements for Those Unvaccinated

- Only a nasal or saliva PCR test administered by an authorized testing facility or a physician is acceptable.
- Weekly testing results for employees must be submitted to [HRCOVID@ccm.edu](mailto:HRCOVID@ccm.edu) by noon on Fridays.
- Weekly testing results for students taking classes on campus must be submitted to [health-services@ccm.edu](mailto:health-services@ccm.edu).

### Masks and Social Distancing

- Faculty members who remain at least 6 feet from students while instructing have the option to remove their mask. Whenever the space is less than 6 feet between faculty and students, masks are to be worn by all.
- Students must wear masks in classroom settings.
- Beyond the classroom, masks are required indoors when social distancing (maintaining a distance of at least 6 feet between each person) is not possible.
- All individuals must wear masks in the hallways during peak times Monday through Saturday 7:30 a.m. – 10 p.m.
- Everyone also needs to wear a mask when visiting the library, Accessibilities Services and Testing Center. There is signage at those locations to remind students and employees about masking in those areas.



### CCM President Named to Education Power List

CCM President Tony Iacono once again has been named a prominent leader in higher education in New Jersey with his most recent inclusion on the [2021 NJBIZ Education Power 50](#) list. This is the third consecutive year that Iacono has been named to the NJBIZ Education Power list.



## Update Your Out-of-Office Messages and Email Signature

As the college prepares to return to full campus operations, employees are asked to check their out-of-office messages on their office phones and email accounts.



Please discontinue using the phrase, "the campus is closed." If applicable, auto replies should be removed as a day-to-day response when you are working on campus. Continue to utilize auto responses when you are not working or unavailable for specific dates.

Possible updated options for voicemail or emails for those operating remotely are:

1. The college is preparing to return to full on-campus operations, but I am currently working remotely. I will respond (or return your call) as soon as possible.
2. The college campus is open, but I am currently working remotely. I will respond (or return your call) as soon as possible.

### Email Signatures



If you have an email signature with a graphic in CCM's old colors or using CCM's old logo, please update that with the new branding. If you would like to, you can copy the graphic above to use in your signature.

## Data Integrity and Ethics Training



As part of the college's National Science Foundation grant to expand pathways to careers in data science, Professor Kelly Fitzpatrick,

Department of Mathematics, has arranged to provide a data ethics training program for CCM employees. The grant supported the purchase of a six-hour online training program that can be accessed until March 23.

The program covers principles, regulations and best practices to ensure that data is complete, consistent, accurate, secure and available throughout the record life cycle.

### Topics covered are:

- Data Integrity Framework
- Quality Risk Management
- Data Life Cycle
- Data Integrity Management
- Auditing and Audit Trails
- Data Integrity for Electronic Records / Electronic Signatures (ERES)

To access the program, go to <https://globalcompliancepanel.webex.com/globalcompliancepanel/lsr.php?RCID=e2f96726f387bb98dee7a184e760ae23/>.

The password is 10073Rec121821.

## The CCM 2021 Golf Classic



The CCM Foundation held another successful Golf Classic on Monday. Golfers enjoyed a perfect early fall day as they got to test

their skills at the Picatinny Golf Club, while helping to support students with fulfilling their dreams for a rewarding and satisfying life. This year's golf classic raised funds to support student athletes and athletic programs.

## Gourmet Café



Mark your calendars for Monday, October 25, to enjoy a relaxing meal and support the CCM Foundation. The Gourmet Café on Baldwin Road in Parsippany will be taking part in "Make A Difference Monday." Owner Matt Pierone, a CCM

alumnus, will donate 10 percent of the sales that day to the foundation. Dine in, take out or purchase a gift certificate. Enjoy a delicious lunch or dinner to support student scholarships. Seating is limited. For directions and restaurant information, go to <https://gourmetcafenj.com/>

## Well-Being at Work Conference

The Higher Education Recruitment Consortium is inviting you to take part in Michigan State University's Well-Being at Work Conference.

Thursday, October 21, 2021  
9 – 11 a.m.

This is a free virtual conference with expert presenters for each session.

Well-being is important for individuals and work groups no matter the season or workplace location.

Whether you're working with others in-person or remotely this year, the conference is here to help you:

- Discover new tools
- Learn from experts
- Connect with colleagues
- Set goals to improve your well-being at work
- Explore questions that have surfaced in the ranks of faculty and staff
- Focus on how to create and maintain healthier, more productive workspaces and teams

Sessions include the keynote plus a breakout session of your choice.\* The keynote speaker is Nancy Costikyan, MSW, LICSW, director of the Office of Work/Life at Harvard University, who will provide an overview of what well-being at work is, its importance, and how having a well workforce leads to success.

### Sessions

## STUDENT SERVICES

Counseling & Wellness Center Fall Workshops

For more information, click [here](#).

The Library

[In-Person and Remote Service](#)

Online Tutoring Center

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.

AIG (formerly VALIC) representative MaryAnn Bradford is available for individual appointments.

Call 732-832-5346 or email

[Maryann.bradford@aig.com](mailto:Maryann.bradford@aig.com)

Schedule a virtual meeting or phone call:

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

Equitable representative Mark Sheridan is available at all 908-230-2042 or email

[Marc.Sheridan@equitable.com](mailto: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](mailto:kquarnaccio@gittermanwealth.com).

MetLife/Brighthouse representative David Sharpe is available at

973-575-3254 or email

[dsharpe@financialguide.com](mailto:dsharpe@financialguide.com).

Prudential

Call 732-428-2314 or email

[alicia.smith@prudential.com](mailto:alicia.smith@prudential.com) to make an individual appointment to discuss ABP or DCRP investments.

Contact TIAA's National Contact Center at 800-842-2252 for questions and counseling.

Voya representative, John Murray is available to help you with your retirement account. To schedule an appointment call (609) 234-3369 or email [johnmurray@voyafa.com](mailto:johnmurray@voyafa.com)

## NOTICES FOR CCMEMO

Email material to Kathleen Brunet at [kbrunet@ccm.edu](mailto:kbrunet@ccm.edu).

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

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



### Mindfulness Stress Reduction Course

The NorthEast Regional Computing Program (NERCOMP) is offering a six-week Mindfulness Based Stress Reduction course in partnership with Copper Beech Institute, at a deeply discounted price, exclusively for NERCOMP members. CCM employees are NERCOMP members.

When: Tuesdays: October 5, 12, 19 and November 2, 9, and 16

Time: 11 a.m. – noon

Where: Zoom

NERCOMP Member Price: \$150 (members save \$100)

To view details and to register, visit [https://nercomp.org/learn-network/events/MBSR\\_1021/](https://nercomp.org/learn-network/events/MBSR_1021/).

### Supporting Your Employees As They Manage Their Accountabilities in the Evolving Workplace

This session offers tips that will be useful for both employees and bosses to utilize to (re)structure work, prioritize work and manage competing demands in a way that is conducive to both the productivity and the long-term wellbeing of employees.

Presenter: Angela Hall, PhD, JD - Associate Professor, MSU School of Human Resources & Labor Relations

### A Nature Boost: Forest Bathing

Forest therapy, also known as shinrin yoku, (Japanese for 'forest bathing') improves physical and mental health through awakening the senses by foraging mindfulness in nature.

Presenter: Maureen Stine - Certified Heritage Interpreter

### Well-Being at Work: The Guide

The goal of this guide is to provide evidence-based best practices to recruit and retain high-quality candidates and create healthier workplaces and teams, as we take care of our well-being and the well-being of each other.

Presenter: Jaimie Hutchison, MA, LPC - Deputy Director, MSU WorkLife Office

Presenter: Megan Lee, MHRLR Candidate, May 2023 - Employee Relations & Project Lead, MSU WorkLife Office

### Learn more at

[worklife.msu.edu/events/2021conference](http://worklife.msu.edu/events/2021conference)

### Register now at

[msu.zoom.us/webinar/register/WN\\_L3FOUzryQUegmYqHB87Ufg](https://msu.zoom.us/webinar/register/WN_L3FOUzryQUegmYqHB87Ufg)

\*The confirmation email will contain breakout session information so you can select one of the three available sessions.

### 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.

