



December 10, 2021
Volume 2021/635

CCM EVENTS

Holiday Closing

Winter Break, December 24 – January 7

African American Male Students' Academic Success

Tuesday, December 14, 12:30 – 1:30 p.m.

Email diversitycommittee@ccm.edu to receive the Zoom link

Data Integrity & Ethics Training

Through March 23

Password: 10073Rec121821

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



CCM Selected as Partner in National Project to Accelerate Workforce Training

A leader in developing workforce training programs, CCM is excited to have been selected as one of only six community colleges nationwide to participate in the next [New Models for Career Preparation](#) program.

A program led by New America in partnership with the Lumina Foundation, New Models is designed to provide community colleges with methods and strategies for creating and providing programs to meet the needs of diverse populations, addressing the workforce demand of employers and growing their communities. CCM's Center for Workforce Development aligns perfectly with that mission as it focuses on pathways and training to high-demand, good-paying positions that positively impact Morris County residents.

New America is a think tank dedicated to promoting economic opportunity for all individuals. As it notes, "Fostering racial and gender equity and addressing occupational segregation is a necessary focus for a truly excellent workforce-oriented community college."

"We're honored to have been selected to take part in this initiative and to build upon our already strong programs to provide even larger numbers of people with the opportunity to establish careers in fields that lead to economic self-sufficiency for themselves and their families," said Patrick Enright, vice president Professional Studies & Applied Sciences.

[Read more](#)



Three CCM students are celebrating their success as winners in the Third Annual Investment Challenge held at the college. One of the many benefits students receive at CCM is real-world learning that solidifies their classroom experience and positions them for success. As evidence of that, participants in the Investment Challenge, which took place this Fall Semester, gained a comprehensive understanding of cryptocurrency, the rapidly changing world of finance and the importance of diversification, along with insight into the Metaverse.

Defying the odds, Austyn Zaug, of Florham Park, became the first-place winner for a second year in a row, as he earned a 391 percent return on investment this year. Sameer Khan, of Parsippany, earned second place with a return of 58 percent and during the challenge found a hedge fund manager to mentor him based on his success. Casey Warcola, of Mendham, came in third place with a return of 43 percent. The winners were presented with cash awards in the amount of \$250 for first place, \$150 for second place and \$100 for third place. In the Investment Challenge, conducted by the Department of Business, participants each receive \$100,000 in pretend money to invest in the stock market. This year was the first time students included cryptocurrency in their portfolios.

[Read more](#)

Employee Marketplace



The Employee Marketplace is returning this year after skipping 2020 due to the pandemic. Come join the shopping fun on Tuesday, December 14, from 11 a.m. to 3 p.m. in the SCC lobby. Get a head start buying gifts for family, friends and even yourself! There will be jewelry,

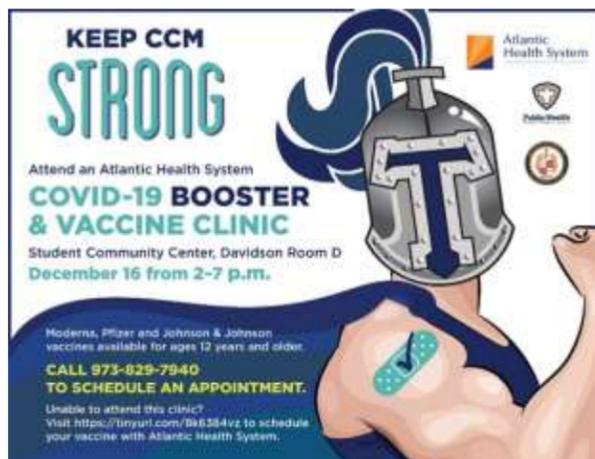
A Season of Giving and Receiving



Donate \$5 or more to the CCM Foundation and receive a one-of-a-kind 3D snowflake ornament, laser cut in the college's Advanced Manufacturing and Engineering Lab.

wreaths, lighted wine bottles, LuLaRoe clothing, Pampered Chef, Tupperware, Mary Kay Cosmetics and more. Free hot chocolate, and cookies, too. This event, sponsored by the Office of Campus Life, is open to all members of the CCM campus community.

Vaccine and Booster Clinic



As part of its ongoing efforts to keep the campus community safe, CCM, in partnership with the Morris County Division of Public Health, has arranged for Atlantic Health Systems to hold a vaccine and booster shot clinic on campus.

The clinic will take place Thursday, December 16, from 2 – 7 p.m. in Davidson Room D in the SCC. The clinic is open to all employees and students for first-time vaccinations and booster shots. Moderna, Johnson & Johnson, and Pfizer vaccines will be available.

CCM encourages employees and students to be vaccinated. We all know that we cannot predict how this virus will affect each of us, so please keep yourself and those around you safe. Please consider receiving the vaccine (if medically safe for you) if you have not already done so or get a booster shot if you have been fully vaccinated for at least six months.

Call 973-829-7940, Press #2. Your call will be directed to a scheduler. You can sign up to get your vaccine or booster shot at CCM or any Atlantic Health location.

Become Your Best Self



Are you looking to grow personally and professionally? CCM's employee assistance provider, New Directions, offers quick, cost-free webinars designed to help you become your best self at work and home. Pre-recorded and live webinars are available at eap.ndbh.com. Use company code **ccm** and start growing today. New webinars are available the first day of each month. Here are the upcoming webinars.

Pre-Recorded

JANUARY | Achieving Harmony: How to Maintain a Healthy Work/Life Balance

In an effort to “have and do it all,” many people feel stressed by the demands of both home and work and feel challenged to maintain balance. Higher stress levels lead to compromised physical and emotional wellbeing, as well as lost time at work and lower productivity. By raising our awareness and consistently utilizing simple strategies, better balance is possible! In this webinar you will learn how to: recognize the signs of poor work life balance, create manageable work and personal goals,

Donate at <https://giving.ccm.edu/campaigns/snowflake-campaign#/> or at the Foundation office. During the month of December, come down to the Foundation office in Henderson Hall Room 211 and choose your ornament.

The Foundation also will be holding an open house December 20, 21 and 22. Come join the Foundation team from 10 a.m. – noon for cookies and a hot beverage.

COVID-19 Holiday Testing Closures

Please be aware that there will be no on campus COVID-19 testing as indicated below. Those who have opted to be tested will need to make alternate arrangements.

Winterim

If you will be on-campus during January 3 – 7, 2022, there will be no on-campus testing. You are still required to submit a PCR test result by noon on Friday, December 31, therefore requiring you to have testing performed off-campus at a site of your choosing between December 27 – 31.

Winter Break

If you are returning to campus the week of January 9, you must submit your PCR test result by noon on January 7, therefore requiring you to have testing performed off-campus at a site of your choosing between January 3 – 5.

EOF's Holiday Wreath Fundraiser Sale

The EOF Holiday Wreath Sale has returned. This year, the sale takes place Thursday, December 14, from 11 a.m. – 2 p.m. in the SCC Lobby. Funds raised through the sale go towards EOF's \$250 Casey Vreeland EOF Transfer Award, which is given during its Awards Ceremony to an EOF scholar transferring at the end of the Spring Semester. The award helps defray some of the transfer costs, as the recipient moves on from CCM to pursue a bachelor's degree.



Holiday Payroll Deadline

Due to the holiday closing, the Payroll department is requiring all Department Summary Timesheets (PTAA) forms be sent to Payroll by the end of the workday on Friday, December 17, or first thing Monday morning, December 20. This is necessary to process the last payroll of the year on December 30. The schedule is tight and this deadline must be met by all employees. Any time not submitted in time will not be paid until the New Year. Part-time employees and student workers using WEB TIME entry should submit timesheets timely for supervisor approval. Supervisors are required to approve WEB submitted timesheets following the same schedule as manual timesheets.

The first pay of 2022 will take place January 13. If you will not be on campus during the break, we request that you submit your timesheet by December 20. If you will be on campus during the break, normal timelines and approvals apply.

If you have questions or encounter any issues, reach out to the Payroll team at payroll@ccm.edu.

STUDENT SERVICES

Counseling & Wellness Center Fall Workshops

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

The Library

[In-Person and Remote Service](#)

Online 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.

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

Call 732-832-5346 or email

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

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.

Prudential

Call 732-428-2314 or email

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

NOTICES FOR CCMEMO

Email material to Kathleen Brunet at

kbrunet@ccm.edu.

Submissions must be received by 3 p.m.

Wednesday.

Looking for past issues of the CCMemo?

[Find them here.](#)

plan your time productively, including breaks and distinguish when you need support and how to get it.

FEBRUARY | Family Ties

In this day and age when everyone is plugged in – how are members of the family, especially the children, being affected? Connecting as a family on all levels is key to how children behave in social settings and later in life. Communication skills, dealing with life issues and how they conduct themselves is a learned behavior from parents and other family members.

MARCH | Riding the Waves of Change

Change in life is inevitable. While we can't always control what happens, we can control how we choose to respond to it. What we tell ourselves about change will have a large impact on our feelings and behaviors. During this webinar, we'll demonstrate techniques for successfully navigating change and using it as an opportunity for learning and growth.

Live

JANUARY 19 | Tuning out Technology

Technology has made its way into nearly every aspect of our lives, and many of us spend our entire day staring at screens. In this session, learn more about the effects of screen time and how to develop better digital hygiene.

FEBRUARY 16 | Communicating Effectively

Communication can be difficult and messy. We forget that our feelings play a part in how messages are delivered, received, and processed. Learn more about how interpretation can change meaning and how to ensure that what you say is what others hear.

MARCH 16 | Post-Pandemic Mental Health

The COVID-19 pandemic has tremendously impacted our mental health on a global scale and for many, these mental effects will likely outlast the virus itself. In this session, learn more about these long-term effects and different ways to manage them.

Payroll W4 Reminders

As we near the start of 2022, 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 wish to claim exemption from withholding in 2022, you must submit a new W-4 form and the original document to Payroll no later than February 15, 2022.

Add/Update Your Name and Home Address – it's important to add or update your personal information as it will be used to populate your 2021 W2.

Any questions, reach out to the Payroll team at payroll@ccm.edu.

Kudos

Dr. Pam Marcenaro, dean of Learning Support & Opportunity Services, has been asked to serve as a speaker for the Morris County Chamber of Commerce's Hispanic & Diversity Business Committee at its upcoming forum Tuesday, December 14, 9 – 10 a.m. She will talk on "How CCM Provides Quality Academic Support Virtually" and how her areas at the college pivoted to provide academic support services throughout the pandemic with an emphasis on Hispanic/Latinx students. To register for the virtual event, click [here](#).

The **Department of Marketing & Public Relations**, along with **Dr. Matt Jones**, chair of the Department of Communication, and **Professors Julian Costa** and **Cynthia Mayer** recently served as judges for the VFW Voice of Democracy and Patriot's Pen District Contest for high school students. Winners at the district level get to compete at the state level and potentially move to the national level. The national winner is provided with a \$30,000 scholarship. The Departments of Marketing & Public Relations and Communication have served as judges now for four years.

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.

